



The Family Co-Op Nursery School

2017-2018 Staff and Volunteer Training

Introduction

- The state views any classroom volunteers or parents as “staff” due to the frequency of your visits
- These slides will provide you with important information about our school that you will need to know in order to participate in the classroom. The information will provide you with classroom guidelines, school and state standards and how to handle a possible emergency.
- Please pass this information along to anyone who may be helping on working days, apart of any school event or assisting with the care of your child

In order to work in the classroom the staff and volunteer training form must be signed and returned, otherwise other arrangements will need to be made.

Supervision

- All adults in the classroom will need to know the age of each child as well as how many kids they are currently observing. **The center groups will be posted on the chalkboard of every classroom accompanied with the age of each student.**

-CHILDREN MUST BE SUPERVISED AT ALL TIMES. No student is to wander off by themselves.

-Age ratios are:

1 teacher for every 10 three or four year olds

1 teacher for every 14 five year olds

-Adults are to accompany students to the bathroom. They are able to observe from inside the bathroom or by standing directly outside of the bathroom. It is up to the comfort level of the adult. **YOU MAY NOT ENTER A STALL WITH A CHILD.** Children need to be self sufficient in toileting in order to attend school.

Snack Policies

-Students are to receive **one serving** of the snack choice of the day. We do not offer alternative snack choices unless they have a documented health concern, in which they are then able to provide their own snack. We are only in school for 2 ½ hours and if your child does not like the snack of the day then they are able to enjoy social time with their friends at the table.

-Students are to receive only one serving (small cup full) of juice and then unlimited servings of water

-Students and staff are to wash their hands before snack.

-Staff and Volunteers must familiarize themselves with the list of student allergies located on the front of the mini-fridge. EPI Pen instructions are located on the side of the mini-fridge and EPI Pens are located in a white first aid box on top of the mini-fridge

-Staff members must wash the table and their hands before each snack serving is served. Staff must first wash the table with bleach and water and then with soap and water. The spray bottles are located on top of the mini-fridge. They must be placed out of reach from the kids.

Illness and Accidents

-Staff are to report any accidents, injury or illnesses to the director. It will be documented and the information will be shared to those affected.

-Staff and volunteers that may have symptoms of an illness may not be permitted to assist in the classroom on their day. They will be responsible for finding a replacement and may return after they are symptom free.

-Students may also not be permitted to attend school if they show symptoms of an illness. They will need to be fever free for 24 hours before they are able to return.

-Students, Staff and volunteers will be sent home if they have a fever of 100.5 or if their symptoms are affecting their behavior and ability to participate.

Illness and Accidents

- If students, staff or volunteers exhibit any of these symptoms they should stay at home or will be sent home:

Fever over 100.5, severe pain or discomfort, diarrhea, lethargy, red eyes with discharge/pink eye, severe or persistent coughing, skin rashes, excessive mucus or nasal leakage (clear or colored), lice and nits (must be free of nits).

Students, staff or volunteers will be sent home at the discretion of school personnel

Volunteer Involvement

-ALL VOLUNTEERS MUST ARRIVE ON TIME: 9am for AM class and 12:30 for PM aclass

-All volunteers and staff must be fingerprinted through our school's program and must also submit "CARI" (child abuse record consent form) to the director with a \$10 check made out to Family Co-Op Nursery School (the \$10 fee covers the states "CARI" processing rate)

-Must address students in a positive and appropriate manner

-Students who are acting out may be addressed by re-directing them to an appropriate activity, reminding them of school rules, giving examples of different ways to address the situation. If you have a concern or feel uncomfortable dealing with a situation please approach another teacher to assist you.

-Volunteers may be required to: facilitate group instruction, fill in for lead teacher, distribute snack, assist with bathroom breaks, assist with lesson prep or special event set up or other school related tasks.

If volunteers can not volunteer on their scheduled day they are required to reach out to other parents/volunteers to either switch days or find a substitute. In the event that they are unable to make alternative plans they will be billed \$40 (due the following school day) to cover the cost of a sub.

Discipline Policy

Fundamental both to family and preschool group is an atmosphere of love. Love applied in the preschool experience emphasizes several attributes:

1. Valuing each child; respect for him or her as an individual.
2. Making resources available to a child as needed.
3. Having a high degree of empathy with child.
4. Guiding him or her in recognizing alternatives and making choices.
5. Helping him or her reach goals with awareness of what he/she has done.

Discipline Policy

Nursery school teaches attitudes by demonstrating understanding and tolerance. It teaches control of primitive impulses by clearly discouraging destructive behavior and offering acceptable substitutes. By providing a calm atmosphere, mild emotions favorable to learning are created. At the same time children must be helped to deal with their unpleasant emotions.

There are practical things to do to help children behave in an acceptable way: Prevent discipline situations when possible. Increase child's idea of self-worth. Know what to do when a crisis arises.

Prevent discipline situations when possible by: Reward behavior you want to see continued – “positive reinforcement”. When trouble repeats, analyze situation and change the situation. Emphasize the positive, not the negative. Give child a choice if you are willing to accept both alternatives. Warn ahead of time to make transition easier. Have as few rules as possible, but make the ones you have stick.

Discipline Policy

-Adult should step in if physical altercation is imminent. When trouble starts take control yourself. Handle disagreements between children fairly; encourage children to tell each other how they feel. When possible, let the children experience the natural consequence of their behavior.

-When a child continues to misbehave use these learning steps in discipline: Warn a child that a behavior is not permitted – “We do not hit other children in our school.” Redirect child from area of conflict to a new activity, provide alternative activities and acceptable ways to release child’s feelings. Wait for him or her to decide when he/she is ready to return to initial activity. Help him or her to be successful when he/she returns. Physical punishment is never used.

-In the event that a child is being overly disruptive or unruly on a particular day: He or she will be removed from the classroom and placed in a separate area with supervision. The parent/emergency contact will be contacted and a request will be made to take the child home for the day. Continued excessive disruption could result in expulsion.

Fire Safety and Emergency Evacuation

-The safety of our students is our number one priority

-Fire Extinguisher is located across from room 206 (Miss Sarah's room)

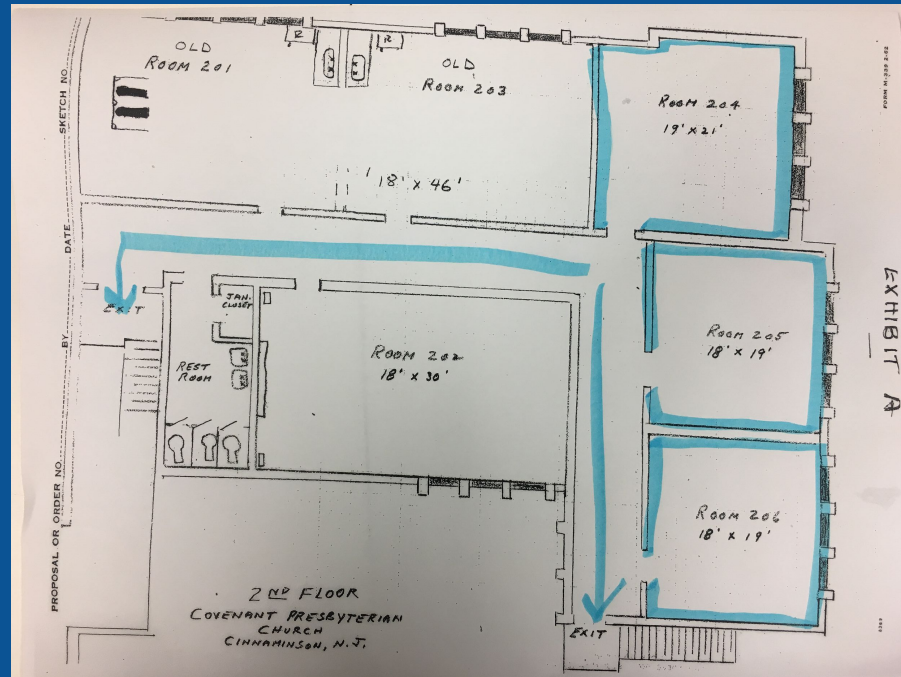
-First Aid kits are located in the hall next to room 205 (Miss Kristen's room) and on the wall in the "Together room".

-Emergency off campus location is the New Albany Elementary School directly across the street

-In the event of an emergency ALWAYS GRAB THE FIRST AID BAGS. They include: emergency contacts, first aid supplies and other instructions.

Evacuation Route

This route is to be used in the event of a fire drill, lockdown, natural disaster and other emergencies.



Student Release Policy

-Each child may only be release to adults (over 18) that are listed on their emergency contacts list

-In the event that a child has not been picked up at the time of the schools closing, this school shall ensure that;

- 1) The child is supervised at all times
- 2) Staff members will attempt to contact parents and persons authorized by parents
- 3) An hour or more after closing time, and provided that other arrangements were unsuccessful and the staff members can not continue to supervise at the center, the staff member shall call the Division of Youth and Family Services 24hr Child Abuse Hotline (1-800-792-8610) to seek assistance and further instructions

-If persons picking up seem to be physically and/or emotionally impaired the school will ensure that;

- 1) The child may not be released to impaired individual
- 2) Staff members attempt to contact alternative authorized adult
- 3) If the center is unsuccessful in other attempts they will contact hotline number provided above

Playground Rules

- Students are to remain within the playground gates at all times unless accompanied by a teacher. If a student seen unaccompanied outside of the playground gates the staff/volunteers are to notify school personnel
- Staff and volunteers are to notify school personnel of any faulty or unsafe equipment including: fencing, mulch, uncovered base of playground equipment and miscellaneous objects
- Students are to keep hands to themselves and they may not throw mulch, sticks or rocks. Volunteers and staff are to always monitor children's safety and assist when needed

Recognizing and Reporting Child Abuse

Any person who has reasonable cause to believe that a child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule or harsh humiliating or frightening treatment, or any other kind of child abuse, neglect or exploitation by an adult is required by state law to report such allegations to the State Central Registry Hotline (1-877 NJ ABUSE/1-877-652-2873) immediately, and indicate that such reports may be made anonymously.

THANK YOU FOR COMPLETING YOUR STAFF/VOLUNTEER TRAINING!!

WE LOOK FORWARD TO WORKING WITH YOU!

Please remember to submit your signed training document