

Fairlawn Baptist Church
CHURCH WEEKDAY EDUCATION
HANDBOOK

Preschool Learning Center Policies

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CHURCH WEEKDAY EDUCATION TEAM

Purpose:

The Church Weekday Education Team (CWE) will represent the church and work with the director in administering the preschool program according to the policies and procedures of the Church.

Team Duties and Responsibilities: (General)

1. Will be elected by the church and will be composed of a minimum of five (5) members and a chairman. The Senior Pastor, director and a teacher representative will serve as additional non-voting members.
2. Will determine policies and procedures for operating and administering the program.
3. Will determine, in consultation with the Personnel Team, qualifications and salaries for the employees and director of the program.
4. Will assist the director in developing a workable budget for the program.
5. Will lead in making arrangements to comply with the necessary legal and licensing qualifications.
6. Will lead in directing public relations efforts to inform, involve, and educate the church body about the program
7. Will coordinate the work of the program with other church activities.
8. Will make regular reports and bring recommendations to the church concerning the work of the preschool program
9. Will conduct self-evaluation of the work of the CWE Team and will assist with program evaluation as needed.
10. Will promptly report to the Policies & Procedures Team any changes to the current guidelines or the addition of new policies

11. Will be represented at the Church Council meetings by the chairman or a team member
12. Will record minutes of all meetings, file the minutes in the church office, and pass them on to the incoming team chairperson

Duties and Responsibilities:

Members: 1. Chairman

- a. will provide leadership and instruction to the members of the team
- b. will organize the team as to group and individual duties
- c. will be prepared to oversee the duties assigned to the team
- d. will cooperate with other ministry leaders in the scheduling of activities
- e. will lead in making decisions using sound biblical principles
- f. will uphold the leadership, officers and team in prayer
- g. will follow the guidelines set forth in the *General Duties for Team Chairman*

2. Team Members

- a. will pray for the team and for the responsibility entrusted to them
- b. will be supportive and cooperative of the team chairman and the team goals
- c. will accept assignments and assistance as needed
- d. will be faithful in attendance and participation of team meetings

6/23/10 (Revised 9/15/10)

General Duties of Team Chairman

1. Develop a clear understanding of what is expected of the team.
2. Gather the necessary resource materials needed for effective work.
3. Help the team get properly organized.
4. Make necessary plans for the team meeting and see that all members are properly notified. The time and place should be agreeable to the majority of the team members.
5. Notify the church office of the planned team meeting; verify the date and time to be placed on the church calendar and publicized in the bulletin and newsletter.
6. Prepare an agenda for team meetings.
7. Call the meeting to order at the scheduled time.

8. Select one member of the team to keep the minutes of the discussion. The minutes will be filed in the church office to maintain a record of the team's work.
9. Introduce the matter(s) assigned to the team and determine those that will be dealt with in the present meeting.
10. Lead in a democratic discussion of the assignments and adopt specific recommendations.
11. Close the meeting promptly when the assignments are completed.
12. Inform the pastor of the team's activities when he is unable to attend.

6/23/10

JOB DESCRIPTION

Position: Church Weekday Education (CWE) Director

Status: Full Time, Exempt From Overtime

Reports To: Senior Pastor and Church Weekday Education (CWE) Team

POSITION REQUIREMENTS:

- Possess a BS/BA in Elementary and/or Early Childhood Education or, in lieu of degree, a minimum of one year experience related to leadership of a children's program (including staff supervision responsibilities)
- Possess a sense of call and a passion for ministry with preschool-age children and their families that are grounded in an understanding of the Christian faith and focused on a sincere interest in their spiritual and emotional well-being
- Satisfactory Report on Background Check required for this position
- Possess, or commits to obtain, any state licensing/certification required during occupancy of the Director position
- Possess good communication and interpersonal relation skills for relating to students, parents, and staff (both school and church)
- While not mandatory, the ability to use computer resources to assist in accomplishing administrative requirements would be a "plus" (Word processing, data base management, internet applications, etc)

PRINCIPLE RESPONSIBILITIES:

- A. Supervise the overall operations of the CWE Ministry
- B. Develop plans with teachers, aides, and the preschool team to create and conduct a ministry of education and care suited to the needs and ages of the enrolled students; provide daily supervision of same
- C. Ensure the CWE ministry complies with the legal and safety standards; including the training of all personnel

- D. Maintain a high standard of spiritual conduct within the ministry and its personnel
- E. Develop a yearly calendar, coordinate it with appropriate church leaders and teams, and to keep the church and parents informed of scheduled activities
- F. Develop and administer a yearly budget for the CWE ministry
- G. Provide the CWE Team, Senior Pastor, church, and parents (if needed) with monthly reports regarding the ministry
- H. Open and /or close the building as necessary; ensure appropriate building security measures are implemented

Note: The above list identifies broad areas of the position's responsibilities. Related specific tasks, if deemed essential, have been recorded and are maintained by the Personnel Team in the employee's documentation folder.

Exemption/non-exempt statement:

I understand that this position is considered to be an "exempt" position as defined by the U.S. Fair Labor Standards Act and that I will not qualify for overtime.

Acceptance:

I hereby accept this as an accurate job description as Church Weekday Education (CWE) Director and will abide by the standards set forward in it.

Approved:

Employee Name

Employee Signature

Supervisor

Member of Personnel Team

Date

Date

Date

Personnel Team 7/09

***THE PRESCHOOL LEARNING CENTER
of
Fairlawn Baptist Church***

PURPOSE STATEMENT

The purpose of the center is to extend the ministry of and help accomplish the purpose of Fairlawn Baptist Church by providing care, education, and developmental activities to enable each child enrolled to reach his or her greatest potential, spiritually, mentally, physically, emotionally, and socially. This is to be accomplished by providing developmentally appropriate activities and guidance, and by providing a program of ministry and outreach to the families of the children enrolled.

EDUCATIONAL PHILOSOPHY

To seek to develop the whole child morally, spiritually, physically emotionally, mentally, and socially through learning activities and guidance according to developmentally appropriate practice.

BASE CURRICULUM

WEE Learn Curriculum is used as a base curriculum in all classes and is “graded” according to the age of the child. This curriculum emphasizes teaching units of study through “hands-on” activities within a Christian environment.

PRESCHOOL STANDARD

The Church Weekday Education Team and the Church take pride in our preschool and seek to provide the best program possible. The following standards have been written and shall be carried through in all aspects of the program.

1. To provide a program conducted by qualified committed Christian administrators, teachers, and assistants who have a love and concern for the development and well being of all children.
2. To provide a balanced curriculum that seeks to develop the total child. The curriculum includes criteria and reference material but also hands-on experiences, creativity of expression, and participating in guided language activities. Our objectives for each child are for them:

1. To understand themselves and their world
 2. To work as an individual and with a group
 3. To improve attitudes and habits of thinking
 4. To improve patterns of behavior
 5. To acquire skills and information for solving problems of everyday living
 6. To have satisfying school experiences
 7. To develop good feeling about school
 8. To lay a foundation for Christian development
3. To provide a safe, stimulating environment for each child.

Fairlawn Baptist Church
PRESCHOOL LEARNING CENTER

CONSTITUTION

ARTICLE I: NAME AND LOCATION

The name of this center will be Fairlawn Baptist Preschool Learning Center. The center is located at the *Fairlawn Baptist Church*, 215 Fairlawn Drive, Parkersburg, WV 26101 at the intersection of Rt. 50 and Rt. 68 South (DuPont Road).

ARTICLE II: ORGANIZATION

The Preschool Learning Center is organized and operated by the Fairlawn Baptist Church. The center is an organization of the Fairlawn Baptist Church and is a part of the church's total ministry. The operation of the center is subject to all church policies.

ARTICLE III: PURPOSE

The purpose of the center is to provide development for each child enrolled to his or her greater potential (spiritually, mentally, physically, emotionally, and socially). This is to be accomplished by providing learning and development experiences consistent with the Christian principles, based on the authority of the Bible, of the Fairlawn Baptist Church.

ARTICLE IV: OFFICERS

The center will be administered by the Church Weekday Education Team and a director. The team will be elected by the church. The CWE director will be recommended by the team and elected by the church. The team will follow the policies of the church in the operation of the center. The team will be composed of a minimum of five (5) members and a chairman. The team will serve terms as follows: two (2) serving one (1) year, two (2) serving two (2) years, and two (2) serving three (3) year terms.

Any additional team members will be elected to serve for the number of years needed to maintain the rotation. The chairman will be selected from within the team. The senior pastor, director, and teacher representative will serve as additional non-voting members. The team members will be recommended by the church nominating team or general church body.

ARTICLE V: CONSTITUENCY

The Church Weekday Education Team and the director will review and approve, or deny, all applications for enrollment. There will be no discrimination because of race, creed, or sex. Children with mental or physical impairments that would prevent their participation in group activities or expose them to physical or psychological damage will be considered for admission by the director and the CWE Team.

ARTICLE VI: FINANCES

The center will be financed on a nonprofit basis by fees from the pupils, allowances from the church, and gifts. Administering of the budget by the director and Church Weekday Education Team will conform to the financial policies of the church. Expenditures will be made within an annual budget recommended by the Church Weekday Education Team and adopted by the church.

ARTICLE VII: STAFF

The staff will be qualified to perform the position they hold as defined in the job description of their position. The staff will be recommended by the Church Weekday Education Team and approved by the church.

ARTICLE VIII: CHANGES

To rescind, change, or modify any part of the constitution, the Church Weekday Education Team will submit such recommendations to the church and a two-thirds (2/3) majority vote of the church members present in conference will be required for approval.

BYLAWS

The following operational policies and regulations form the bylaws of this constitution:

1. The Preschool Learning Center will provide early childhood education.
2. The minimum age for enrollment eligibility for preschool children will be 9 months of age by September 1st of the school year.
3. The child: teacher ratios for classes are as follows:

9 months

5 children, 1 teacher, 1 assistant

2-3 years	6 children, 1 teacher, 1 assistant *
3-4 years	12 children, 1 teacher, 1 assistant
4-5 years	14 children, 1 teacher, 1 assistant

4. The primary criteria for eligibility, regardless of other factors is:
 1. The individual child's emotional readiness to be separated from his or her primary caregiver, even for a few hours a day.
 2. The primary caregiver's readiness to share the care of the child with the staff of the center.
5. Children admitted to the center must be in good health, free of communicable diseases. Children with mental or physical impairments that would prevent their participation in group activities or expose them to physical or psychological damage will also be considered for admission by the director and CWE Team.
6. Within the first month of class, each child must have a current immunization record, a medical form, and a signed physician's report.
7. Regular attendance of all children is essential and expected. Children will benefit from the opportunities offered by a group preschool program only if they attend regularly. Extended absences should be reported to the director.

* Revised 2/16/11

The Preschool Learning Center

GENERAL POLICIES

ENROLLMENT-REGISTRATION-TUITION

1. A child must be 9 months old by September 1st of the school year to be enrolled at the Preschool Learning Center. Any exceptions must be approved by the Church Weekday Education Team.
2. Each child must be in good health. All children in the 3-4 year old class and 4-5 year old class should be toilet trained. All children will be examined on arrival each day for symptoms of illness. Symptoms which require a child to remain at home are: a cold, fever skin eruptions, etc. Children must be free of fever for at least 24 hours before returning to school. If a child becomes ill during the school day, they will be isolated from other children immediately and the parents will be called to pick up the child as soon as possible.
3. Ratio of children to teachers for each age are as follows:

9 months:	5 children, 1 teacher, 1 assistant
2-3 years:	6 children, 1 teacher, 1 assistant *
3-4 years:	12 children, 1 teacher, 1 assistant

4-5 years: 14 children, 1 teacher, 1 assistant

4. Members of Fairlawn Baptist Church, followed by those currently enrolled in our program, will have first priority to register preschoolers for the fall program. Registration will then be opened up to those on our waiting list and the general public. Waiting lists will be kept for all classes.
5. Registration: Yearly registration will include payment of a non-refundable registration fee and completion of necessary forms (i.e. enrollment application, medical form, child information sheet, parent contract agreement).
6. All medical forms must be signed and returned within the first month of class. A child will not be permitted to continue in the program if after one month the medical form has not been completed.
7. A parent contract agreement will be signed for a specific class upon acceptance of an enrollment application.

* Revised 2/16/11

8. Tuition is due at the end of each month, August through May. If tuition is not received within 5 days, a late notice will be sent. After 25 days, a letter of suspension will be sent to the parent unless definite arrangements have been made for payment. If tuition is not paid by the end of the month, the child will be dropped from the program. Unusual financial circumstances of the parents may be reported to the director and reviewed by the Church Weekday Education Team. Once a child's enrollment has been canceled, the parent must pay the balance in full before the child can be reinstated.

Monthly tuition charges will be calculated based on the school year; therefore, monthly payments will not change regardless of the number of class days each month. No refunds will be given for days missed. A 20% discount in tuition will be given to additional children from the same family and children of staff. The discount will be taken off the youngest child's rate.

9. The Church Weekday Education Team reserves the right to dismiss any child if, after entering, the child seems unable to participate in group experiences.
10. The school calendar observes all holidays and in-service days of the regular Wood County Schools' calendar except the FIRST and LAST days of class. Cancellation of school due to weather conditions will be based upon the decision of Wood County Schools as announced on radio and TV.

In the event schools operate on a 1-hour delay, preschool will meet as scheduled. In the event of a 2-hour delay, preschool will begin at 10:00 A.M. No refunds will be made for days cancelled due to inclement weather.

If there is an abundance of missed preschool days due to inclement weather and Wood County Schools add make-up days to their calendar, the preschool will make up the number of days missed based on how many days Wood County Schools make up. These will be scheduled at the discretion of the director. If a particular class misses an abundance of school days due to Wood County Faculty Senate days, they will be scheduled for make up by individual classes at the discretion of the director.

11. Withdrawal from the program requires a two-week written notice to allow for student replacement. All withdraws must be sent to the director's attention.
12. The school will keep records of attendance, health, and identification of each child. The school will require health reports from a physician and detailed records from the parent showing contact addresses and emergency phone numbers.
13. No medication or treatments may be administered at the Preschool Learning Center except under the direction of a physician and with written notarized permission of the parents.

GENERAL PROGRAM

1. All children will be tested and evaluated upon entering the program.
2. ***Arrival and departure*** –
 Children should be brought to class on time each day. No child may be left until classroom doors open at 9:00 A.M.* All children should stay the entire day. Arrangements should be made with the teacher if a child needs to leave early. After class, children will be released only to the adults authorized on the enrollment form.

 A late charge of \$5.00 will be charged if the child is not picked up within 15 minutes of the departure time, and will continue accruing for each 15 minute period thereafter until the child is picked up.

 * ***Early drop-off*** –
 7:45 A.M. – 8:45 A.M.; \$20.00 per month
 Arrangements may be made by contacting the director
3. All morning classes begin at 9:00 A.M.. Classroom doors will remain closed until that time while the teachers prepare their classrooms for the day. No child will be permitted

in the classrooms until after these opening times. A waiting area for parents and children who arrive early will be set up in a designated area.

Adults must walk their children to the classroom and see that the child is in the care of the teacher before leaving. NO child may be left in the hallway or parking lot as we cannot provide supervision in those areas.

4. A specific area inside the building will be assigned to each class as a meeting place for parents and children. Children who are enrolled in the Mother's Day Out classes will be picked up in their classrooms. The parents of children, ages 3-5, will wait in the assigned area until the teachers bring the children to meet them upon dismissal.
5. All children should wear weather appropriate, comfortable clothing. Tennis shoes are required. Clothing should not restrict the child from participating fully in all activities (painting, water table play, etc.) All extra clothing and personal belongings must be labeled with the child's name. We ask that each child has a change of clothes in their backpack.
6. Children are not allowed to bring toys or personal belongings to school except on specific days as approved by the teacher.
7. All children must bring a nutritious lunch. Please, no carbonated beverages.

SPECIAL EVENTS AND PARENTAL INVOLVEMENT

1. Field trips will be conducted under close supervision and with written permission for each child.
2. A current copy of auto insurance card must be on file for anyone who plans to transport children for a field trip.
3. Siblings are not permitted on Field Trips.
4. Parent conferences will be scheduled during the school year. Additional conferences may be scheduled as needed. Family nights and activities will also be scheduled throughout the year.
5. ***Visitation:***

Parents may visit the Preschool Learning Center at any time and as often as they wish as long as classes are not interrupted. Please sign in at the director's office before going to the classroom. Note, however, that children do adjust better if parents do not remain in the classroom during the first two weeks of school.

Teachers will conduct class visits with all newly enrolled students before school begins to help make the transition from home to school an easier one. In the case of a

student entering school after the school year has begun, a class visit will be made as soon as possible after enrollment.

6. Birthdays may be recognized at school upon notification of the child's teacher. The parents may provide a special treat (cookies or dessert) for the class.
7. Parties will be scheduled to celebrate:

Fall Festival (instead of Halloween)	Valentine's Day
Thanksgiving	Easter
Christmas	End-of-Year

Other activities may be scheduled by the director or the teachers. Parents will be asked to participate by coordinating party activities and providing refreshments when needed.

A. *The preceding Church Weekday Education Preschool Learning Center Policies will be distributed to all parents at the time of registration.*

A statement will be included in the Parent Contract. The parents will sign that they have read and understood the school policies. In doing so, they will agree to abide by the policies. A copy will be placed in the student's file and a copy given to the parents

B. *The Church Weekday Handbook will be distributed to all Preschool Learning Center Staff at the time of employment. The employee will sign and return the Employee Contract to the director stating that they have read and understood the Preschool Learning Center Policies, Staff Policies, General Staff Guidelines, and the Overview of Qualifications and Responsibilities. In doing so, they have agreed to abide by the policies. After being approved, a copy will be returned to the employee.*

Fairlawn Baptist Church

**CHURCH WEEKDAY EDUCATION
HANDBOOK**

The Preschool Learning Center

STAFF POLICIES

Manual



2011 - 2012

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Parkersburg, WV 26101

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*This manual is part of the **CHURCH WEEKDAY EDUCATION HANDBOOK**
and will be distributed to all CWE Preschool Learning Staff.
The complete handbook is available in the CWE Director's office.*

The Preschool Learning Center

STAFF POLICIES

1. *ARRIVAL AND DEPARTURE:*

All morning classes begin at 9:00 A.M. Classroom doors will remain closed until that time while teachers prepare their rooms for the day. No child will be permitted in the classroom until after the opening time. A “waiting area” for parents and children who arrive early will be set up in a designated area.

Adults must walk their children to the classroom and see that their child is in the care of the teacher before leaving. NO child may be left in the hallway or parking lot as we cannot provide supervision in those areas. Children should stay the entire day unless arrangements have been made with the teacher in advance.

After class, children will be permitted to leave only with adults authorized on the *Security Release Form*. A specific area inside the building will be assigned to each class as a “meeting place” for parents and children. Parents will wait in this area until the teachers bring the children to meet them upon dismissal.

If an older child carools with a younger child, he/she will wait in the younger child’s “meeting area” upon dismissal. Assistants will be provided to help with the children if necessary.

Because extra childcare is necessary for children not picked up within 15 minutes of dismissal time, a late fee of \$5.00 will be charged. For each additional 15 minutes that the child remains at the Preschool Learning Center, an additional \$5.00 will be charged.

2. ***REIMBURSEMENT:***

The director will reimburse teachers for all approved out-of-pocket expenses either by individual check or by adding the amount to the employee’s paycheck at the end of the month. All receipts must be turned in on the required form with an explanation of the expense. The original dated receipt must be attached to the reimbursement form. If prior approval from the director is not obtained, the teacher will not be reimbursed.

3. ***DRESS CODE:***

All personnel are expected to dress professionally while on duty at the school. Professional dress includes jumpers, blouse/shirt, skirts, dresses, slacks, jeans, sweaters, nice sweatshirts, etc. Deviations from this dress code may require action by the director and the Church Weekday Education Team.

4. ***EVALUATION:***

The director will observe, evaluate and meet with each employee at least once a year (twice for new employees) as a part of a personal and professional growth program. This conference will provide encouragement, recognition of accomplishments, and remediation techniques if needed.

5. ***RESIGNATION:***

An employee needing to resign during a contract year is asked to give a one-month’s written notice to allow for hiring and training of a new teacher/assistant.

6. ***DISMISSAL:***

Employees may be dismissed for the following reasons:

1. Yelling at, shaking, striking or touching a child/parent/employee in a degrading, abusive, or unprofessional manner.
2. Failure to fulfill job description or failure to carry out the remediation program following the conference with the director and the two-week probationary period.
3. Any illegal behavior.

4. Failure to maintain a professional relationship with the staff, personnel, director, and parents following the conference with the director and the two-week probationary period.
5. Continuing to cause personal relationship problems between staff and/or parents and/or director, even after a director/employee conference and a two-week probationary period.

Dismissal decisions are made by the director and the Church Weekday Education Team.

7. ***GRIEVANCE PROCEDURE:***

Problem resolution must start with the director. If a satisfactory result cannot be reached, any teacher may bring a concern before the Church Weekday Education Team chairman and ask to be put on the meeting agenda. The decision of the team will be final.

8. ***STATEMENT OF CONFIDENTIALITY:***

Information concerning our preschool program, staff, classes, parents, or students is considered confidential information and will not be discussed outside of the school environment. Violating this policy is grounds for immediate dismissal.

9. ***STATEMENT OF PROFESSIONAL ETHICS/RESPECT:***

All staff members are expected to uphold the professionalism of each employee and to encourage one another to learn and grow for the betterment of themselves as well as the preschool program.

10. ***ABUSE:***

Any signs of physical or mental abuse or neglect of a child must be reported immediately to the director and in turn to the proper authorities.

11. ***DISCIPLINE:***

1. Voice control helps or hinders classroom discipline. A teacher who usually speaks in a calm, quiet voice will raise her voice when she is anxious or angry and the children will respond accordingly. Many times a teacher may regain control by using an “attention getter” (*lights blinking, quiet sign, bell, standing up, etc.*) then speaking in a whisper or calm quiet voice.
2. Provide experiences within the classroom that allow a child to get out his “mean feelings” in an acceptable way. (time out, pounding playdough, kicking dirt, giving him words to use next time)
3. A teacher may never hit, spank, push, or pull children. When trouble occurs, redirect the child to another area or take him to another area if the problem cannot be resolved. Steps: *praise- reward- redirect- withdrawal of privilege- discipline.*

4. If you have children who kick, hit or bite, state firmly that they will not be allowed to hurt other children. You may help the child find words to verbalize their feelings or a way for the child to vent their feelings in an acceptable way.
5. You may help the child find words to verbalize their feelings. You may need to find a way for the child to vent their feelings in an acceptable way.

12. ***STAFF HOURS AND ABSENCES:***

1. Staff members will be required to work or meet at times other than class time. Some of these times may be:
 - a. Teacher's meetings
(usually held 45 minutes before class time at regular intervals during the year as determined by the director)
 - b. Parent Night ("*Buddy Night*")
 - c. Teacher/parent conferences
 - d. Training or materials workshops
2. If you will be absent or late, you must call the director as soon as possible to allow ample time to find a substitute for your class. (Please do not schedule doctor/dentist appointments for yourself or your children during class time on class days unless there is an emergency.)
3. The teacher's workday hours are from 8:30 A.M. to 1:15 P.M. Teachers will be considered "late" if not in their classroom by 8:40 A.M. Teacher Assistants' workday hours are from 8:45 A.M. to 1:15 P.M.

13. ***MISCELLANEOUS:***

1. Diapers or soiled clothing must be changed immediately. A complete change of clothes must be brought to school daily in their backpack for children who may have possible toileting accidents.
2. Staff must wash their hands with soap and water after changing children or helping in the bathroom. All children must wash their hands with soap and water after using the bathroom.
3. CPR and TB Test:
All staff will be certified in CPR and basic first aid for infants and children. This certification will be required every 2 years. A copy of the CPR certification card will be kept in the employee's file.

A TB Test is also required every 2 years.

4. Lesson plans will be completed weekly by all teachers. These will be checked by the director and the senior pastor.
5. Any purchase must be authorized by the Church Weekday Education Director.
6. Two teachers must be present on the playground at all times.
7. The playground will be inspected each fall and spring. Any unsafe conditions will be reported by the Church Weekday Education Team to the Facilities Management Team for repairs.
8. If animals are required for a unit of study, they must be viewed outside of the building. Please check for allergies and phobias of children in the class. A waiver must be signed by the owner of the animals showing that they are taking full responsibility for the animal and releasing the church and preschool of any liability.
9. Policies and procedures will be reviewed by the Church Weekday Education Team annually in consultation with the Constitution/Policies and Procedures Review Team. Employees will read and sign policies and procedures yearly. These will be kept in the employees' files by the director.

***I have read and understand the Policies and Procedures
of the Fairlawn Baptist Preschool Learning Center.***

Signature

Date

***GENERAL GUIDELINES
for
TEACHERS***

1. Arrive at school on time and make sure your room is properly prepared and ready for the first child each day. Your hours are 8:30 A.M. to 1:15 P.M. Make sure you have every item you need in your room.
2. Plan an exciting, interesting program so that all children will want to participate.
3. Each staff member is to meet the needs of any child whether or not the child is in their class. Always put the child first.

4. Show your interest in each child and his/her parents whenever possible. This will help open doors of communication. Be careful how you talk to parents or other co-workers about the children.
5. Show your love to each child personally each day (pat, hug, smile, verbal praise, etc.).
6. Do not make negative comments about a child in the presence of the child or the parent. Never use harsh language to parents or children.
7. Report any concerns that you have about individual children and parents to the director. Never have a conference with a parent to discuss a problem without informing the director first.
8. An adult must supervise the children at all times.
9. Classroom rules must be fair and consistent.
10. Always be alert for fire drills and know the fire/emergency escape routes and procedures for your class.
11. Teachers should keep visiting to a minimum while supervising children.
12. Teachers should not make or receive personal phone calls during class time except in the case of an emergency.
13. Employees' children - if you have a child in the program, your child must go to their class on time (but not before) and remain there. Your child may not leave their class to visit you except during approved times.
14. Teacher responsibilities:
 - a. set up class visits and parent/teacher conferences
 - b. provide all required paperwork to the director
(child information sheet, security release form, medical form, immunization records, and field trip permission forms).
 - c. send a monthly calendar home to the parents showing some of the activities the child will do
 - d. complete lesson plans for the week
 - e. keep the line of communication open between you and the parents

- f. make sure your classroom looks inviting
- g. at the end of the day, make sure everything is put away and ready for the next person.

**I have read and understand my duties as a Teacher
of the Fairlawn Baptist Preschool Learning Center.**

Signature

Date

***GENERAL GUIDELINES
for
TEACHER ASSISTANTS***

1. Arrive at school on time and make sure your room is properly prepared. Your hours are 8:45 A.M. to 1:15 P.M.
2. Assist the teacher in preparing for the arrival of the children (cutting things out, putting toys out, and running copies. etc.).
3. Each staff member is to meet the needs of any child whether or not the child is in their class. Always put the child first.

4. Show your interest in each child and his/her parents whenever possible. This will help open doors of communication. Be careful how you talk to parents and other co-workers about the children.
5. Show your love to each child personally each day (pat, hug, smile, verbal praise, etc.).
6. Do not make negative comments about a child in the presence of a child or a parent. Never use harsh language to parents or children.
7. An adult must supervise the children at all times.
8. Always be alert for fire drills and know the fire/emergency escape routes and procedures for your class.
9. Keep visiting to a minimum while supervising children.
10. You should not make or receive personal phone calls during class time except in the case of an emergency.
11. Employees' children - if you have a child in the program, your child must go to their class on time and remain there. Your child may not leave their class to visit you except during approved times.
12. Teacher assistants' responsibilities:
 - a. help the teacher in any way (*you are the teacher's right hand*)
(cutting things out, running copies, getting toys for the room, etc.)
 - b. during the school day:
 1. clean the tables after each activity
 2. sweep the floors as needed
 3. at the end of the day:
 - a. make sure everything is put away
 - b. assist the teacher in preparing the room for the next day
 - c. make sure all trash is out of the room and taken to the dumpster
 4. on the last day of class:
 - a. wash the floor in the classroom and in the bathroom

For example, if your last day is Wednesday, after the children have gone home, the floors will be done. If the need arises on any other day, the floors should also be done.

- b. make sure paper towels, soap and Lysol (spray bottles) are available. Be aware of where these items are stored or contact the director
- c. make sure everything is put away and ready for the next person

**I have read and understand my duties as a Teacher
of the Fairlawn Baptist Preschool Learning Center.**

Signature

Date

***OVERVIEW
of
QUALIFICATIONS AND RESPONSIBILITIES
DIRECTOR***

PREFACE:

The Director's official Job Description is on file within *The Personnel Handbook*. The following items represent a more detailed description of the qualifications and duties filed with the official description as supplementary items.

I. General Information

The Director should:

- a. be a Christian; preferably a member of the church

- b. should demonstrate a real love and a sincere concern not only for children but also for adults
- c. desirably have a Bachelor's Degree in Education
- d. be willing to continue training
- e. have a basic knowledge of child development and basic administrative skills
- f. display a positive attitude
- g. must know how to meet requirements for age-group curriculum, safety, health, and nutrition
- h. be able to recruit and guide the staff
- i. oversee the physical plant
- j. work with parents
- k. recommend budgets and control disbursements
- l. coordinate with other church programs and ministries
- m. collaborate with other community agencies
- n. be responsible to the Church Weekday Education Team, the Senior Pastor and the Constitution/Policies and Procedures Review Team
- o. confer with the pastor when situations arise that require immediate attention

II. Supervision:

1. Supervise the overall operation of the Preschool Learning Center

III. Responsibilities:

1. To plan with the staff and the Church Weekday Education Team a program of education and care suited to the needs and the ages of the children enrolled
2. To supervise teachers in carrying out the daily program and lead in regular evaluation of the program
3. To provide and encourage the use of teacher assistants for groups as needed through volunteers or professional workers
4. To meet with other church program leaders who use the same facilities to coordinate the effective use of equipment and resources
5. To recommend new staff members to the Church Weekday Education Team and Personnel Team
6. To secure substitute help when necessary from a list approved by the Church Weekday Education Team
7. To schedule regular staff meetings for planning and evaluating the program
8. To attend professional conferences and workshops and encourage teachers to do the same
9. To coordinate the work of the teachers with the custodial staff so rooms are left in order each day
10. To plan for health and safety, keeping health records on all children enrolled and scheduling activities to teach safety to the staff and children

11. To prepare the program budget in consultation with the Church Weekday Education Team and administer the program within the limits of the budget
12. To maintain an adequate system for proper accounting, bookkeeping, handling receipts, and work with the Stewardship Team
13. To develop personal information files on each child, including medical and other data that will enable the teacher to confer with the parents on a regularly scheduled basis in both general and private meetings
14. To enlist the help of a responsible replacement in the absence of the director during all times when children are present
15. To maintain a spiritual ministry through the Weekday Education program in keeping with the church's purpose and goals for the program
16. To develop a yearly activity calendar and have it approved by July 1
17. To develop and carry out efficient waiting list and registration procedures (example: confirmation calls in January, registration in March, cards to persons on waiting lists, etc.)
18. To provide monthly reports to the CWE Team (financial, family service, event, etc.)
19. To attend CWE meetings as called
20. To schedule and oversee regularly scheduled annual events (orientation, school pictures, parent visitation week, parent coffees, parent conferences, slide shows, Buddy Night, luncheons, registration, graduation, teacher's monthly meetings, etc.)
21. To send reminder notices to all parents concerning upcoming events
22. To oversee photo taking during program, film supplies, and slide show
23. To keep CPR certification, First Aid training, and TB tests current
24. To maintain a list of substitutes to call when needed
25. To provide a system of collecting and recording tuition payments and reporting deviancies to the CWE Team for collection
26. To keep and administrative notebook explaining miscellaneous deadlines and information needed; a notational journal may also be kept including ways to improve the program for the next year
27. To schedule community visitors as needed in the program (volunteers, grandparents, Bookmobile, class visitors, etc.)
28. To record and carry out indoor and outdoor safety checks for hazards and broken equipment
29. To schedule and follow up on removal of hazards and repairs through the church Facilities Management Team or appropriate others
30. To consult with parents, teachers, children, church personnel, or others as needed
31. To hold teacher start-up meetings, monthly staff meetings, and end-of-the-year meetings
32. To hold new employee meeting before the start of school to discuss policies and procedures
33. To schedule Parent-Child Orientation meeting before the start of school
34. To develop packets of needed forms for class visits in advance
35. To develop or renew forms for registration, waiting lists, medical forms, information sheet, field trips, etc.

36. To develop and maintain proper supplies for *Emergency Evacuation* or *In-Place Shelter* (quick transport medical files, water, duct tape, etc.)
37. To oversee, review, and update *Emergency Evacuation Plan* as needed; including annual contacts with area coordinator; informing parents and personnel of the plan
38. To develop individual student files and annually check each for all necessary forms (personal information, medical data, developmental checklists, permission slips, etc.)
39. To schedule at least one parent education meeting during the year
40. To open and close the building after program use; someone may be assigned to lock up if needed. Building opens at 7:30am and closes at 3:00pm
41. To observe all teachers at least twice a year. Personal growth conferences should be held at least once a year to discuss the results of annual evaluation
42. To implement an efficient method of beginning and ending inventory of CWE supplies and equipment
43. To publish a newsletter twice yearly (fall and spring)
44. To be involved personally in on-going training in Early Childhood fields through professional organizations, current literature, community or college courses, etc.
45. To become knowledgeable of Special Education referral procedures in Wood County as well as available programs
46. To oversee all personnel forms (CPR and TB test every two years, background check and police check on all new personnel, proof of liability insurance for all field trip drivers, updated health form every three years, personal data sheet, etc.)
47. To write annual teacher contracts by the end-of-the-year staff meeting
48. To set an example of professional dress for staff
49. Coordinate with CWE Team all matters of "leave of absence", resignation, dismissal, and grievance

IV. General Qualifications:

In addition to specific job descriptions for each position, general qualifications pertain to every person of the staff. These characteristics are important in creating the proper climate and emotional environment for children.

1. Flexibility
2. Enjoyment of children
3. Maturity
4. Ability to cooperate with others
5. Interest in self-improvement
6. Pride in personal work habits

7. Physically fit
8. Sense of humor
9. Growing Christian

I have read and understand this Overview of Qualifications and Responsibilities:

Signature: _____ **Date:** _____

***OVERVIEW
of
QUALIFICATIONS AND RESPONSIBILITIES
TEACHER***

I. General Information:

The teacher should:

- a. be a Christian, preferably a Baptist
- b. be one who has had experience working with preschool children
- c. have an essential basic love for children and a commitment to teaching

- d. desirably have at least two years of college or its equivalent. A high school education is a minimum requirement.
- e. have some classroom teaching experience

II. Principle Functions:

1. Assist the Director in the ongoing activities of the Preschool Learning Center
2. Serve as a teacher in keeping with the policies established by the Church Weekday Education Team

III. Responsibilities:

1. Help provide and maintain a Christian environment in which the children may grow physically, emotionally, mentally, socially, and spiritually
2. Work according to the schedule outlined by the Director (page 16, 18 -*CWE Manual*)
3. To plan, supervise, and implement a daily teaching program in accordance with the policies and philosophy of the preschool program
4. To give each child the attention needed to assure his best welfare (include needs related to learning experiences, eating, toileting, sleeping, playing, working, health care, and safety)
5. In cooperation with the Director, make class visits to establish relationships with each child's family
6. To maintain classes, workshops, and other training opportunities for personal and professional growth
7. To maintain progress records of each child's growth and development; to place the information in the child's personal file
8. To assure a clean and orderly room each day for the children and to leave the room as it was found before class
9. In cooperation with the Director, to plan with other teachers using the same room to assure maximum benefit of facilities
10. To attend all parent and staff meetings

11. To inform the Director of needed supplies, repairs, and materials as far in advance as possible
12. To enrich daily programs in a variety of ways, using the best methods of teaching and helps provided for the learning experience

IV. General Qualifications:

In addition to specific job descriptions for each position, general qualifications pertain to every person of the staff. These characteristics are important in creating the proper climate and emotional environment for children.

- a. Flexibility

- b. Enjoyment of children
- c. Maturity
- d. Ability to cooperate with others
- e. Interest in self-improvement
- f. Pride in personal work habits
- g. Physically fit
- h. Sense of humor
- i. Growing Christian

I have read and understand this Overview of Qualifications and Responsibilities:

Signature: _____ **Date:** _____

***OVERVIEW
of
QUALIFICATIONS AND RESPONSIBILITIES
TEACHER ASSISTANT***

I. General Information:

The teacher assistant should

- a. be a Christian, preferably a Baptist
- b. have experience in working with children

- c. desirably have at least two years of college or its equivalent. A high-school education is a minimum qualification.
- d. have some classroom teaching experience

II. Principal Functions:

1. The teacher assistant is responsible to the Director of the Preschool Learning Center
2. The teacher assistant is responsible to assist the teacher and the Director in providing appropriate learning experiences for the children.

III. Responsibilities:

1. To confer with the teacher about definite responsibilities and schedules (page 16, 20, - *CWE Manual*)
2. To become acquainted with all children, aware of their needs, and knowledgeable of their family backgrounds and home environments
3. To cooperate in maintaining a happy atmosphere in which each child may come to know his freedom and his limitations
4. To treat each child consistently and with kindness in the patterns established by the teacher
5. To seek to be a helper not a mother image for the children
6. To be consistently mindful of the goals of the preschool program and work for daily realization of these goals
7. To attend all staff meetings and parent meetings as requested
8. To help with general housekeeping tasks
9. To become acquainted with and abide by all policies of the preschool program
10. To make careful observations and written notations of significant behavior of children for whom you are responsible and to share them with the teacher or the Director
11. To assist in the planning process for each unit of study and to carry out any responsibilities as assigned
12. To take advantage of in-service training, workshops, and other educational opportunities for professional growth.

IV. General Qualifications:

In addition to specific job descriptions for each position, general qualifications pertain to every person of the staff. These characteristics are important in creating the proper climate and emotional environment for children.

1. Flexibility
2. Enjoyment of children
3. Maturity
4. Ability to cooperate with others

- 5. Interest in self-improvement
- 6. Pride in personal work habits
- 7. Physically fit
- 8. Sense of humor
- 9. Growing Christian

I have read and understand this Overview of Qualifications and Responsibilities:

Signature: _____ **Date:** _____

***EMPLOYEE CONTRACT
2011 - 2012***

Date: _____

Employee's Name: _____

Social Security Number: _____

Position: _____

Beginning Date: _____ Ending Date: _____

Days and Hours Scheduled: _____
(Regular Program)

Days and Hours Scheduled: _____
(Additional Program)

* Scheduled hours subject to exception in accordance with school policies.

The Fairlawn Baptist Church Preschool Learning Center agrees to the following:

Salary: \$_____ /Month: September 201__ through May 201__

Benefits: _____ day(s) sick or personal leave with pay for total school year

_____ day(s) leave for approved Teacher Training

The employee agrees to the following:

1. To fulfill all responsibilities based on the approved job description and the General Teacher Guidelines.
2. To give at least two weeks' notice if a change in employment is anticipated.

If these terms meet your approval, please sign below and return this contract to the CWE Director.

In doing so, you are stating that you have read and understood the Preschool Learning Center Policies, Staff Policies, General Staff Guidelines, the Overview of Qualifications and Responsibilities, and agree to abide by them. A copy of this contract will be returned to you after being approved and filed.

Employee's Signature _____ Date _____

Director's Signature _____ Date _____

Chairperson's Signature _____ Date _____
Church Weekday Education Team