

# **Top Policies ALL Employees Must Know**

## **Supervision**

Teachers and volunteers must **always provide appropriate supervision.**

### **This includes and is not limited to**

- Maintain eye contact with ALL students
- Account for all students in their care
- Remain in the same room with ALL students
- Find a stand in before leaving the room (bathroom, gather supplies, etc.)

### **Do Not Leave Room Without**

- Alternate supervision for students OR
- Maintaining eye contact with ALL students

## **Entering a Classroom**

Teachers and volunteers **must wash their hands** at the following times

- Prior to starting shift
- Prior to interaction with children

### **Steps for Entering the Classroom**

1. Wash hands
2. Find iPad
3. Check into classroom using Brightwheel
4. Complete attendance for all children, message parents if child is absent without notice.

## **Dress Code**

### **Tops (Monday-Thursday)**

- Smart Casual
- **Friday** – “Friday” logoed shirt or sporty.

### **Shoes**

- Must have back/backstrap
- Must be able to run after children
- Boots for outdoor months

## **Food and Beverage**

- All things entering the premises must adhere to our no-peanut/no-tree nut policy.
- Read dietary guidelines and check for allergies before bringing anything into the classroom
- Hot beverages are not permitted in classroom
- Label all personal goods in the refrigerators (staff and children) with name and date(if possible)

## **Timecard/Timeclock/Payroll**

### **Timeclock**

- Only job tasks should be completed on the clock
- Personal work should be completed before you clock in, during your lunch break, or after you clock out

- Duties such as signing your timecard, filling out a time off request, or inserting certifications into your online portfolio should be completed on your own time

### **Early Arrival**

- Do not clock in if you arrive more than 3 minutes early
- If you come more than 10 minutes early, please report back to timeclock 3 minutes before your shift to clock in
- Staff with children need to arrive at least 10mins prior shift to guide them into classrooms.

### **Out Time**

- Out times will vary daily based on classroom needs.
- Allow relief or replacement staff to complete Entering Classroom Procedures before leaving
- Share information about primary students and challenging behaviors in the class with relief/replacement staff before gathering your belongings to leave

### **Timecards**

- If error, speak with admin before payroll ends.
- Late corrections on timecards could result in a delayed paycheck (following Monday)

### **Payroll**

Paper check, every two weeks. **Tuesday**

### **Personal Electronic Devices**

**Devices included:** cell phones, personal iPads, personal laptops or tablets, and smart watches with Bluetooth or networking technologies

### **Calls should be directed outside**

### **Devices Should Not Be Used**

- In the classroom
- On the playground
- In the front office
- In bathroom on the clock

### **Devices May Be Used**

- Outside
- During personal time

### **Illness and Calling Out**

**Cause to Call In** (same for toddlers)

- Violent coughing (coughing that causes you to turn red in the face or puke)
- Fast or difficulty breathing
- Diarrhea
- 100 degree or higher temperature
- Eye discharge/thick nasal discharge
- Open lesions
- Unexplained rash
- Head lice
- Blisters

## **Contact**

- Outside of Business Hours – ELENA AGUIRRE personal phone number is 312.919.6403 (before 10 p.m. or after 5 a.m. – not in the middle of the night)
- During Business Hours – text or call the center and speak with admin.
- Speak with someone - voicemail, text messages, emails, social media messages, and other forms of communication are not acceptable

## **Employees excluded from the following if sick**

- Team meetings
- Dropping off Doctor's note
- Picking up paycheck

## **Biting Policy**

If a biting incident occurs state regulations require that the parent of the child biting and the parent of the child who was bitten be contacted. Names of the children are not shared with either parent.

For every bite incident, two actions will occur.

1. Parents will be contacted with a phone call.
2. An accident report will be completed and signed by the parent/guardian at pick up for the child who bit, and the child who was bitten.

## **Potty Training**

1. Notify the teacher that it was a successful weekend through a note in the app or face to face conversation.

Note: A successful weekend at home is defined by the child having 3 or less accidents. If your child goes more times during the weekend on the toilet, than in their underwear, this is a sign of success!

2. Bring extra clothes and underwear in case of accidents.
3. Walk the child to the bathroom and show them how it looks just like the one at school. Stay a minute at the school to have the child sit down and become comfortable with a toilet outside of their home.
4. Talk with the child about how excited you are for them to use the potty at school.
5. The teachers will bring the student to the bathroom every 1.5 to 2 hours.

\*Notes on the potty-training process at school will be provided to the parent.

## **Discipline Policy**

Wunderkind uses positive reinforcement as effective methods of behavior management.

When children receive positive feedback, they develop problem-solving abilities, self-discipline strategies, and a stronger sense of self-love.

**PHYSICAL DISCIPLINE IS NEVER USE**