

## Kiddie Prep School

# TEAM NEWS

**April  
2010**

Staff,

I would like to thank everyone who showed great flexibility in working odd schedules while Melanie and Cindy were on leave. I apologize for what appeared to be stressful days...because they were...but fortunately they are now behind us. If you remember though, Mel and Cindy came back and then Dorothy took a much needed vacation. So we have been playing catch up ever since. We received an anonymous note from someone a few weeks ago for the "suggestion bag". Addressing this person's concern has been on my list of things to do and I am just now getting around to it.

The letter read, "*I am assuming there are no raises this year (although nothing has been said to us) However, will yearly evaluations be done? They have not been done in a few years and some people are not doing their job – weekly anecdotal notes, squares, daily behavior reports, etc. I have even overheard a parent ask a teacher if we were still doing them because it had been so long since they had received one. Maybe we need to go back to the old days when they had to be submitted to the office and checked off the list. Good teachers are quite frustrated because they are doing their job and not being recognized and other teachers are not doing their job and not being reprimanded.*"

**Raises:** In 2009, the KPS Board of Directors announced that there would not be any yearly raises in order to keep the teaching positions that we currently had. In other words, you all kept your jobs while other childcares cleaned house or even shut down. This was a decision made after reviewing the financial state of the economy. What most people don't know is that I have been working intently to find a way to give back to the staff in the way of surprise bonuses or some other monetary way. The letter implies that I haven't communicated to you about this and the truth is, there hasn't been anything to communicate to you yet. We have had to wait to see how our finances are working out. Now, however, I am thrilled to tell you that the Board approved giving you your Christmas bonus for Easter.

**Evaluations:** The 2008 evaluations began and completed in February 2008. The 2009 evaluations began in March and weren't completed until May 2009 because of different board decisions and requests. There were 5 of you, for one reason or another, that did not complete the evaluation process and the evaluations were not given to you. This letter was probably written by one of you. In order to keep things equal, the evaluations are completed through a team effort. It takes Cindy, Melanie and I to do them to get a comprehensive picture. We will be starting the evaluation process again now that we are back to full staff.

**Weekly anecdotal notes:** These notes, along with lesson plans, have been a requirement for a long time with little exceptions. I agree that there should be more accountability for the teachers. Up to a year ago, Melanie was doing monthly audits on every room. This takes a great deal of time and organization to complete audits for all eight rooms. Erika was proofreading and helping with audits. Tonya was also proofreading, as it was such a large project. There came a point where there were a few people needing help so, the schedule for audits were stretched out. When Melanie was on leave, nothing could be done because we were short handed in the office. Enforcing accountability will happen again soon.

**Squares, daily behavior reports, etc.:** These too have been a requirement all along. There has been a recent question of confidentiality with the squares. Denise had a good idea for new slips that would be quick and easy. Feel free to talk to Denise and she will show you what they are doing. One thing that you cannot do anymore is hang a sign outside your room that says, "Almost everyone got a green today." That is demoralizing and causes questions in the minds of the parents.

The time that Mel and Cindy were gone was very difficult. Katie was a big help and I really appreciate all she did. However, I believe Katie now has a different perspective on the "office" because she has now walked a mile in our shoes. There was even one day that Dorothy and I looked at each other and we started to cry. I said we can do this. I hope we never go through that stress again.

I understand that it is sometimes difficult to meet with me because of my tedious schedule with the State meetings, ACSI, Board meetings, FWAEYC and IAEYC meetings, etc. I try my best to catch up and delegate things to the rest of the office team. Because of my responsibilities, I end up working on the things that cry out to me the loudest. Therefore, there may be times that I make mistakes and offend you. It is not my intent but I am still human. For this, I deeply apologize.

I will do my best to humble myself to hear your frustrations. Then hopefully we can come up with solutions together. I have found that when I am walking in the gym, staff feels comfortable to walk with me and share. This has pleased me a lot. I guess there is something about not feeling like you are bothering me and it is not "in my office". So always feel like you can walk with me. I hope you know by now that if something is bothering you...it bothers me. I want to be here to help you be successful. Besides, you may have a great idea I need to hear. Some things I have absolutely no control over, like the economy. This June will be another 3 pay period and we are stacking up the classes so we will make it and not have to cut hours. These are good problems...I would rather have too many kids than the opposite.

Thanks for surviving the past 8 months with me...they really were some of the most difficult times in my 22 years here. However, I am still very hopeful that God has a big plan for us and I am anticipating great things to come.

Deb

### April 2010

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April 2nd - Good Friday; KPS Closing @ 1:00

April 4th - Happy Easter!

April 5th thru 9th - FWCS and Kindergarten Spring Break

April 7th & 21st - Pay Day!

April 13th - Vision Screening: Train, Bug, Farm & Bear Rms 9-11:30

April 14th - Vision Screening: Castle, Balloon, Safari, Ocean & Ark Rms 9-11:30

April 15th - Birthday Lunches 1-2:45

April 15th - Spring Program Practice

April 19th - FWCS Closed

April 22nd - Birthday Lunches 1-2:45

April 27th - Birthday Lunches 1-2:45

April 28th - Spring Program Practice

April 29th - Spring Program Dress Rehearsal

April 29th - Spring Program; **ALL TEACHING STAFF ARE REQUIRED TO ATTEND** (even part-time). Staff must clock-in at 6:15p.m.

## ~Bits and Pieces~

- Building Maintenance - Some building maintenance might have been missed when Melanie was on leave. We would like to serve you better and get things fixed. Please email Melanie with your needs.
- Birthday Lunches - Melanie reviewed the missed Birthday lunches from September 2009 to present and a schedule has been put together. Please look at the calendar. You will also receive an email invitation. In order to catch up with missed birthdays and stay current with the lunches each month, the missed names were spread out through April and May. We also try to keep the invitations to four people at a time to make lunches more comfortable.
- Afternoon Cots - Esther is scheduled to push the cots back to the cot closet each afternoon. Please have your cots lined up outside your door no later than 3:15. She is the bus runner at 3:30 and cannot be late.
- Tardy Occurrences - There has been a high increase of tardy occurrences this past month. Please take time to review the policy regarding tardies. Each time it is enforced, your paycheck may look a little different.
- Afternoon Pick-up Time - With multiple registrations happening right now, please be on your toes during pick-up times. Remember to ask for an ID if you are not 100% sure of the person's identity. Review the KPS policy if you need additional explanation. When you receive a new child in your room, introduce them to the rest of the class AND the afternoon teachers. It is also important to introduce them to the teachers who combine into your room each afternoon. This makes the children and the parents adjust more smoothly.
- Afternoon Room Cleaning - It is the responsibility of each lead teacher to make sure the room is cleaned up after snack and kitchen things are returned before leaving for the day. Lead teachers should sweep the floors and put projects away before leaving for the day. Assistant teachers are responsible for cleaning up what the children get out before leaving.
- New Kids - At the beginning of each school year, teachers hand out child profile worksheets. These sheets help the teachers get to know some of the different needs of each child as an individual. It would also be a helpful tool when you get new children who

begin later in the year. Even if they begin this late in the year, the profile can be handed to the new teachers when they move classrooms.

- Child Assessments and Conferences - Conferences are scheduled for Monday, May 10th thru Thursday, May 13th. We will be using the help of assistant teachers to allow time for the lead teachers to meet with the parents. Last year we tried a different schedule because the parents requested later times during the day. We did not see a huge change in attendance or even comments on the surveys so the schedule is expected to go back to the hours during naptime, although it has not been confirmed. As you get new students in your classroom at this time of year, please do an assessment for them and begin a small portfolio of their work. This information is helpful when they move to the next classroom. Some parents will request a parent-teacher conference when the schedule is posted. With this plan, you will have things to show them and discuss.

**Anonymous Bag**

**Q: "How can part-timers have 14 days off if they are only allowed 10?"**

A: Unfortunately, there isn't enough info on this question to help me answer it at length. I believe the answer to this question would be as follows. When the Seniority Calendar circulates, the part-time staff are only allowed to request up to 10 days. Then their names are dropped from the list. After the calendar has finished, the open days are up for grabs. If the question was not answered correctly, please talk with Melanie.

**Q: "Keep carpet in rooms looking nice. If you see a string, cut it so the kids can't pull on it and ruin the carpet. Also, tell kids not to touch strings and to tell the teacher if they see one. The patched areas are already starting to look bad in some rooms."**

A: Use a sharp pair of scissors when clipping off the pulled areas. If you would like, call the office and we will help you clip it.

**Affirmation Box**

Cindy - I would like us to recognize Cindy for the loving way she deals with the difficult children and how she is like a beam of sunshine for us all at Kiddie Prep. All kitchen ladies agree on this one.

*"Congratulations Cindy! You have won the Team Spirit award for this month."*

April 6th - Ryan M.  
April 14th - Keila H.

**Happy Birthday!**

April 3, 1997 - Denise

**KPS Anniversaries!**

- Congratulations! Amy was awarded her CDA this past month. Great Job!

**CDA Updates!**