



# Team News

## Deb's Direction



- Praise God! Karen will be recuperating at home for the next two weeks. Thank you for praying for her. Thursday of last week, Karen was taken to the ER by one of our KPS parents. It was later found that she was suffering a heart attack. They put a stint in one of the main arteries which was 100% blocked. She may need some cardiac rehab before she is back to full strength. Please continue your prayers for her. It is awesome how God had his hand on her and continues to protect her now.
- It's the holiday season, which can sometimes bring a lot of energy to the classrooms. Be proactive to help parents prepare for the parties, which are scheduled for Friday, December 17th. Many parents are new therefore do not know what to expect. Remember, these parties

are yet another way to reach out to the families and children to teach them the real meaning of Christmas. Happy Birthday Jesus!

- *Happy Holidays!* Are you hosting the holidays this year? Do you have all your Christmas planning done? Are you celebrating with gifts galore? Is your head spinning yet... Don't get too caught up in the planning and pleasing of the holiday. Make sure you put aside time to quietly reflect on the main reason we celebrate Christmas. We need to remember to glorify God. He brought His Son to us during this time. Pray for peace in our families and friends everywhere. Love the Lord!

## Kiddie Prep School

December  
2010

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## Guiding Light

Lord, own my thoughts...  
control my fears...  
cleans me from worrying.



...from *Anonymous*

## Cindy's Calling

- C Please remember to reuse ice-packs after putting them in a new ziplock baggie. Do not throw them in your bucket to be returned to the kitchen. They will not be able to put them in the freezer for you.
- C Don't forget! Each new KPS parent gets a book and a canvas bag upon their first couple of weeks of enrollment. If you have questions, please check with Cindy in the office.
- C Happy Birthday baby Went! Elora Sarai was born on November 2nd at 2:42p.m. She was 7 pounds and 21 inches long. Everyone is getting along well. Congratulations Katie and Jeff!
- C Did you like your Christmas Party

Invitations? Melanie printed them off the new fax machine. It replaced two of the old office printers that are on their last leg. Instead of throwing the old ones away, we collected names of staff who were interested in taking them off our hands. The winners are Meg and Griselda. They are in the office for your pick!

## ! ! ! ! ! ! ! Affirmation Box ! ! !



Congratulations!  
KARLEE  
is the recipient  
of the monthly  
spirit award.

KAREN - THANK YOU FOR HELPING CLEAN THE TRAIN ROOM!

KARLEE - THANK YOU FOR WORKING SO HARD ON PAINTING THE TRAIN ROOM!

KARLEE - THANK YOU FOR HELPING CLEAN THE TRAIN ROOM!

GRAMMY CINDY - THANK YOU FOR SHARING YOUR SPECIAL TALENTS WITH THE CHILDREN EACH WEEK - ESPECIALLY DURING THE HOLIDAYS. THE CHILDREN LOVE YOU!

*Spirit award recipient:  
Please come to the  
office to pick up your  
certificate.*

## Susan's Samples

- S Medical reimbursement payments will be processed bi-weekly and printed on pay day Wednesdays. This is a benefit for full-time employees that is renewed every September 1st upon board approval. It is a benefit that does not carry over from one year to the next. The benefit is for any medical expenses that are not payable through your insurance or other flexible spending account. You are required to complete a "flex spend" form located in the office. Attach your statements or receipts to the form and place them in Melanie's in-box. If you have questions, please see Melanie or Susan.
- S REMINDER: If a parent would ask you for information about tuition rates or payments, politely refer them to the office. Tuition rates can get a little tricky and confusing for parents so it is best that

Susan or someone else from the office answer those questions.



## Melanie's Motivation



*M* New and renewal TEACH scholarships are due NOW! Please let Melanie know if you need contact information for TEACH. There are a couple people who have expired CDA's that should take advantage of this opportunity.

*M* School registration for those who are already on a TEACH scholarship is due by Dec 13th. Give a copy of your registration and a copy of your tuition

amounts to Melanie. She will send them in with a current form B. If you have book receipts, give that to Melanie to send with your form B as well. TEACH will only pay for them if we submit a paid receipt.

*M* If you have an adjustment to your regularly scheduled hours, you must fill out your information on the Altered Schedule clipboard AND use the time clock. Otherwise, Melanie cannot authorize the

altered schedule.

*M* Congratulations, Donita! She received her CDA. Way to go!!

*M* Please be responsible and resist the temptation to text on your phones while supervising the children. In today's society, everyone is strongly connected to their cell phones but please resist the temptation.

## ? ? ? Anonymous Bag ? ? ? ? ? ? ? ?

*Q: "Isn't it a state regulation that we use cups with lids in the classrooms?"*

*A: Yes, this is a state regulation and it's a good one to remember now that people are carrying around hot coffee and hot chocolate.*

*Q: "A year round suggestion box for parents would be nice."*

*A: This is a great idea. We have*

*tried to keep communication open with the parents through email and face-to-face time in the office but there's always room for improvement. It's something we will need to work out with the church so we can creatively put a box out in the hall.*

*Q: "Does State recognize teachers as Lead Teachers if they do not*

*have a current CDA?"*

*A: No. You only qualify, by state requirements, as a Lead Teacher if you have a current CDA, Assoc. or Bachelors OR you are currently enrolled in college courses for an Assoc. or Bachelors. If you allow your CDA to expire, you are no longer recognized by the state as a Lead Teacher.*

## Monthly Happenings

Dec 1: Anita Harrison Neuro Training 1:15-2:45  
 Dec 2: Anita Harrison Neuro Training 1:15-2:45  
 Dec 2: Kindergarten Fieldtrip to St. Francis 12-2:30  
 Dec 8: Birthday Lunch 1-2:45: Tonya, Cindy, Susan, and Laura  
 Dec 10: KPS Employee Christmas Party 6:30 at Deb's House  
 Dec 11: Happy Birthday, Laura!  
 Dec 13: Quad room teachers will be meeting with Jean and Tonya to help prepare the preschool children for Kindergarten. Bring questions and ideas to the meetings.  
 Dec 14: Scheduled Fire Drill with the St. Joe Township Department around 10:00.

Dec 17: Classroom Parties to celebrate Jesus' birthday!  
 Dec 18: Happy Birthday, Susan!  
 Dec 20-31: FWCS Winter Break, KPS Kindergarten Break  
 Dec 22: Happy Birthday, Cindy!  
 Dec 24: KPS closed. Merry Christmas!  
 Dec 31: KPS closed. Happy New Year!

**Pay Days!** Dec 1st, 15th and 29th

**HAPPY KPS ANNIVERSARY!!**

No KPS anniversaries for the month of December.

# Recipe of The Month

## CONTACT US:

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## Chicken Noodle Soup

1 whole chicken	1 bag whole carrots
1 bag egg noodles	1 bag celery with tops
1 large can chicken broth	2 onions

### To Make Stock:

- 1 whole carrot; diced
- Use all celery tops
- 1 onion cut up
- Whole chicken (remember to wash chicken and remove insides)

Combine stock ingredients and cook about 2 hours. Strain out broth into a bowl to use with canned broth. Toss out cooked veggies from stock. Shred chicken.

In large soup pot, add both broths, diced celery and diced onion. Peel carrots and slice. Cook this about 45 min. Add chicken and cook about 45 min. longer. Add noodles, cook 10 min. or until done.



Courtesy of Amy

## What's Coming Up?

Jan 10: Happy Birthday Darla and Chris!  
Jan 11: Annual TB skin tests 1:30-2:00  
Jan 12: Happy Birthday, Karen!  
Jan 13: Reading TB skin tests 1:30-2:00  
Jan 14: FWCS make-up day  
Jan 14: Kindergarten Fieldtrip: Capt. Gomez visiting KPS @ 1:30  
Jan 17: FWCS closed for Martin Luther King, Jr. Day  
Jan 27: January birthday lunches  
Jan 30: Happy Birthday, Ana!

**Pay Days!** Jan 12th and 26th

### **HAPPY KPS ANNIVERSARY!!**

Darla 1992, Karlee 2010, Tonya 2006, and Cheryl 2000

## State Recall

### Staff Hygiene

"(f) Kitchen staff must wear clean, washable garments (aprons or smocks) while in the kitchen and serving food.

♦ **Intent:** To ensure that staff who dish out food (plating) and pour beverages shall wear aprons and hair restraints.

(g) Kitchen staff must have effective hair restraint that keeps hair back and covered.

♦ **Intent:** To clarify that the hair restraint shall cover all of the hair. A clean ball cap is acceptable if all hair is under the cap. Refer to Section 138, 410 IAC 7-24 or most current rule, of The Retail Establishment Sanitation Requirements for the rule."

State Guidelines Interpretive Guide Page 120 470 IAC 3-4.7-98 Staff hygiene

"Gloves, apron and hairnet are to be worn when serving food. **ALL hair must be enclosed by the hairnet.**"

Teacher's Handbook Page 12

The regulations sound as if they are only for the kitchen staff, but by definition, **all staff** who serve/handle food are considered "kitchen staff". You **MUST** follow the regulations above if you are part of any food serving or handling during snacks, breakfast and lunch.



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