



TEAM NEWS



Shared Facts

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Pictures for the Spring Program - Please be sure to begin taking class pictures for the program. It is our goal to get more than 20 different group pictures from each classroom to put into the slide show for the parents. Please get creative with the pictures so we can show what fun the children have learning each day.

Vacation Policy - There have been concerns anonymously submitted regarding dislike of the vacation policy. While taking the limited information into consideration, Deb has made changes. We had to rule in favor of the majority while understanding that all staff would like to have their desires and requirements accommodated. If you still have questions or concerns after reading policy changes on the back of this newsletter, you are invited to discuss them, along with your solution ideas in a meeting with Deb and Melanie.

Cell Phones - This is a reminder of the KPS cell phone policy. You may use it during break time but if you are supervising children, turn it off. We understand for some people the phone is their clock or maybe it feels as if it is the only way you can be reached in an emergency. Although, by having it on, it tempts you to use it. Remember, talking on the phone and texting on the phone are the same thing. If there are any calls that you

are expecting, tell the person to call the KPS office at 485-7951. Please let your family members know as well that they can reach you through the office for emergencies as well. The office will gladly cover your responsibilities in the classroom so you can take the call. Cell phones can be a distraction to your responsibility in the room. It has been seen and heard that more people are becoming tempted to use it during classroom time. People have been disregarding the safety of the children by hiding in their teacher closet to use the phone, stepping outside their classroom doors to catch up on a quick call, using them while children are watching movies, and using them while children are eating at the tables. Please think about this before you do it. If it continues to be a problem, cell phones will be taken away.

Spring Program Rehearsals - A schedule will be posted soon. Cindy has contacted Pastor Trey and they will be working on the times, dates and locations.

Current Event Information - A web page has been created for KPS employees so you can access current event information. Visit kiddieprepschool.org and click on the picture of the child. Use the same information that you use to log into the teacher computer in the lounge. Check it out!!

Cindy published a parent newsletter last month and it had an adorable Kids' Page. The question she asked the children was "How Did God Make You Special?". There were some pretty creative ideas from the children. One was "I'm special because He made me happy and I never do anything bad." Another child proclaimed, "I'm special because He made me big and strong so someday I can drive a race car!" One of the best was "I'm special because He gave me a special heart because I love everybody!" There were too many to include, so check it out if you get a chance. What about you? How did God make you special? I think he probably used a dash of kindness, a dash of strong will and a lot of love! Our team is full of differing ideas and it includes a good mixture of opinions on how the children should be cared for and taught. Let's spend our God-given energy and talent working together in a selfless manner to make sure we are the best that God calls us to be.

Current Month News

FEBRUARY 2009				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

- Feb. 2 - Groundhog Day
- Feb. 3 - Visit from the League for the Blind. Vision screening for Castle, Balloon, Safari, Ocean and Ark Rooms.
- Feb. 9 - FWCS Closed
- Feb. 10 - Fundraiser Kick-off
- Feb. 11 and 25 - Pay Day!
- Feb. 12 - Carrie will be subbing for Pastor Trey in Chapel.
- Feb. 13 - Classroom Valentine parties
- Feb. 14 - Happy Valentine's Day!
- Feb. 16 - President's Day
- Feb. 18 - SCAN Presentation. This is a mandatory meeting. An attendance schedule will be posted by the time clock.
- Feb. 18 - Kindergarten Fieldtrip to Charlotte's Web (Joy to drive)
- Feb. 24 - Fundraiser orders due.
- Feb. 24 - Birthday Lunches 1:00-2:45; Trisha, Griselda, Jill, Jeremy and Kezia

- Notes:
1. Spring program costume ideas will be due soon.
 2. Annual evaluations will be performed this month.

Q: Can you clarify the counting requirements for our food sheets? 1) Are we allowed to count a child for a meal or snack if we only serve them a few of the components and not all of them? 2) Does offering a child food mean that we ask them, or do we have to actually place the components in front of the child?

A: 1) "In order to count a child on the food sheet, all components of the meal need to be placed in front of the child." Answered by Dorothy, KPS CACFP Consultant. 2) "The food **MUST** be placed in front of the child in order to claim the meal/snack. We do serve.....not offer!" Answered by Mary Lou Davis, CACFP Field Consultant, Indiana Department of Education.

Q: There should be a vote on whether we think the vacation request is working. What works for one business might not work for another. It is taking too long to get around.

A: Melanie and Deb just had this discussion a couple weeks ago about it taking too long. They were frustrated too. Deb has implemented new procedures to help this process. We originally got a late start for the 2009 requests, so we will begin the 2010 requests on October 1, 2009. To make the process move quickly, we will assign each person a date to file their requests. Slips must be turned in that day before 2:00pm in order to update the seniority calendar and post it on our website (see Shared Facts). This should allow us to get through the process in about one and a half months. *The new request schedule will also be implemented on Feb. 2nd in continuation of the 2009 requests.*

Q: Vacation - It is not set up to be able to take a mental health day, or a spur of the moment long weekend if the opportunity should come up. You have to wait for your turn. How can you plan that type of thing that far ahead.

A: We are also aware this is a problem and this is the new policy. Last minute requests for "personal" days can be filed anytime throughout the year up to 4 weeks in advance. For example, if today is Jan. 28th and you want Feb 6th off for "personal" reasons, you can request that day as long as the calendar says it is open. If today is Jan. 28th and you want March 2nd off, you will need to wait until Feb 9th to turn in your request. You **must** look at the current days-off calendar on the website for open days before you ask for time off. A day or two at a time will be reviewed and authorized when available. If you have questions about a day you want, contact Melanie for help.

Q: Vacation Time - I don't think this new way is working. I have heard lots of complaints. We were not asked our opinion on this matter and did not have a staff meeting to discuss it. If you would honestly go around and talk to the other staff I'm sure I am not the only one that feels this way.

A: We heard lots of complaints the way it was before and that is why I took it to the board. Melanie was always in a no win situation and it was frustrating to have so many people mad about their time off. While this may cause some irritation working this plan through we feel in the long run it is a more equitable plan for everyone. With the above corrections, some of the irritation should ease. If not, feel free to address it again with us.

Q: Multiple Choice: A child gets injured and you get them an icepack. When the child no longer needs the icepack, you: a) throw the icepack away. B) return the icepack to the kitchen. C) bring the icepack back to the break room and replace the baggie before putting the icepack in the freezer.

A: Answer C, always!

Q: New vacation time is not working the way it is now.

A: The vacation policy is a work in progress and has been put in place by the Kiddie Prep School Board of directors.

Affirmation Box

- Griselda - Thank you for working in the kitchen while Krissy was out. You're amazing.
- Miss Amanda - Thank you for starting our cars that night when it was so bitter-cold and snowy.
- Ryan - Thank you for thinking fast and taking care of my Bugaboo after she swallowed her clip.
- Laura - Thank you for standing sentry and actually making sure the clip passed.

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

- Jan. 10 - Darla Z.
- Jan. 10 - Chris A.
- Jan. 12 - Karen H.
- Jan. 30 - Ana B.
- Feb. 5 - Melanie R.
- Feb. 11 - Trisha L.
- Feb. 15 - Jeremy B.
- Feb. 20 - Jill L.
- Feb. 20 - Kezia C.
- Feb. 28 - Griselda P.

Happy Birthday!

Welcome!

Jan. 6, 1992 - Darla Z.
Jan. 18, 2006 - Tonya B.
Jan. 31, 2000 - Cheryl T.

No KPS Anniversaries in February.

KPS Anniversaries!

- Meg and Griselda had their meeting with a council representative on January 16th. They should hear from her soon if they are awarded their CDA
 - **ALL** students with an education major should have turned in their school registration to Melanie by now. If you haven't, please do so now.
 - Any students who are covered by a TEACH scholarship should have turned in their Fall 2008 grades, Spring 2009 registration/receipts, and book receipts to Melanie by now. If you haven't, please do so now.
- There are a lot of teachers going through the same process. Remember to ask around if you have questions about one of your assignments.

CDA Updates!