

Last Name	First Name	FT or PT
Aumiller	Colin	PT
Eaylor	Marya	PT
Missong	Keila	PT
Hoya	Esther	PT
Jacob	Lisa	PT
Smith	Morgan	PT
Styles	Shanna	PT
VanDaele	Ronee	PT
Wilson	RoseMary	PT
Zalkin	Amy	PT
Flye	Crystal	PT

Part-time Staff

All part-time employees must sign this form after reading the documentation attached.

This information is very important to understand in order to close KPS correctly. Everyone is doing their best but I wanted to refresh and boost your confidence.

Closing Kiddie Prep School

Updated: 6/30/05

The main responsibilities of closing Kiddie Prep School and preparing the building for the next day or Church functions are as follows: **Start Time: 5:45**

Front Doors:

1. Lock the front doors at 6:00pm.
2. Place the wooden block in-between the push bar of one of the doors.
3. When everyone leaves, the last person needs to put the other wooded block in between the other push bar of the other door.

Church Doors:

1. Unlock one of the doors at the end of the hall leading into the church area (by the Train Room) at 6:00pm.

Classrooms:

1. Make sure the cabinet doors are locked. (Except the cleaning supplies cabinet)
2. Make sure the KPS closet door is locked.
3. Make sure the bathroom light is turned off.
4. Make sure the computers are shut down properly and turned off at the strip.
5. Turn off the classroom light and lock the door behind you.

Kitchen:

1. Turn off the light in the kitchen pantry and shut/lock the door.
2. Turn off the Church kitchen light.
3. Double check to see if the afternoon snack has been put away or covered up. Cover if needed. (Kitchen girls are to put stuff away.)
4. Make sure the serving window area is free of food tubs, food leftovers, any spills/food, etc. in order for the area to be user friendly to other organizations in the evening.
5. Turn off the kitchen light and shut/lock the door behind you.

Teacher's Break Room:

1. Shut down the computer properly then turn it off at the power strip.
2. Turn off light and lock the door.

Gym:

1. Make sure the gym has been left free from toys and other KPS equipment.
2. Push radio into kitchen and close the metal window guard.
3. Lock the cot/storage closet.
4. Put the wooden blocks in the back/side doors leading outside. (Down from the teachers break room)
5. Turn off lights.

Playground:

1. Check area and make sure it is free of toys.

KPS Office:

1. Turn off the copier.
2. After all the children have left, turn off the video recorder and remove the tape.

Continually review the "KPS checklist" and make notes if needed. If any items on the checklist are not completed, follow through and complete.

KPS Team Closing Requirements

In order to organize the closing of each day, Kiddie Prep School has a Room Closing List for all staff members to follow.

All afternoon Kiddie Prep Team Members will be held responsible to follow this list and also keep good supervision flowing in their classrooms. This will be done by planning ahead to make sure you are not the only teacher in the room while doing most of the room closing.

Because we respect our children and parents at Kiddie Prep School, we want to honor them in every way possible. By following these straightforward guidelines the parents will be able to come for their child and not have to search the property in order to find them.

And because we respect our Team Members at Kiddie Prep School, we want to honor them as well. You will be able to get the important things completed before 5:00 and will have an abundance of time to spend with the children.

Objective: To close the rooms properly and to save your sanity! ☺

Solution: Plan ahead! ☺

Schedule as follows:

Key: Teacher A = Teacher scheduled to leave after P.M.
snack is finished.

Teacher B = Late afternoon teacher.

Naptime = Plan ahead! Take back any materials used while preparing for the next weeks curriculum. Use the naptime to your advantage. Not just to catch up on the days events, but to get prepared for the afternoon and the week to come. Also, do not forget to get your P.M. snack before the lights come on.

2:30 = Teacher A and B can begin to clean cubbies out and put bags together.

2:50 = All teachers (except for the Bug and Train Room) are to be in the Gym ready for the lights to come on. PLEASE DO NOT WAIT TO GO INTO THE GYM UNTIL THEY COME ON. The children know exactly when the lights come on and they are ready to go. Be there for your children.

3:00 =Teacher A or B can encourage the children to help put any belongs used for naptime in their own bags while waiting on the bathroom. This will teach the children responsibility of cleaning up after themselves. You can make a game out of it as well. Please make sure that not all teachers in the room are doing this. Someone needs to be supervising and spending time with the children.

Your bags are now packed for the evening except for any of the “mom and dad gifts” made during other afternoon curriculum.

3/3:15 = Snack Time!! Take your time... There is no real hurry...

3:30/4:00= Teacher A should return all materials that have been borrowed from another room (Kitchen linen, Spray bottles, etc...)
Dirty linen → In the laundry basket by the clothes washer
Dirty dishes → On the stainless steel countertop by disposal
Spray bottles → In the stainless steel sink

**There should not be any leftover snack returned to the kitchen due to the IN State regulations.

4:45-5:00 = Lock up any cabinets not being used. Keep your keys with you in order to open any cabinets in a hurry. **DO NOT CLOSE UP THE TOY CABINETS.** Make sure the children still have plenty of things to choose from while playing.

5:00-on = As a general rule children and staff should not be outside after this time of day.

5:15-5:25 = Clean up the room. Pick up any loose trash around the room and make sure the toys/books are put away properly. This is the key time to put everything away that is on your Wednesday and Friday Closing list.

5:25-5:30 = Have children play a game like Sleepy Lions away from the tables and begin to put the chairs up. Take backpacks and combine into the designated classrooms. Please make sure that the chairs are still down and at the tables of the following classrooms.

Bug Room = 2 year olds

Balloon Room = Farm Room, Bear Room, Castle Room and Balloon Room

Ark Room = Ocean Room, Safari Room and School Age children

**These classrooms are grouped together age appropriately.

IMPORTANT: If you are a teacher that leaves at 5:30, **DO NOT** bring your classroom kids into the rooms and leave. Please make sure the other teachers know how many children you are dropping off and make sure they are in ratio before leaving them stranded. Also, make sure that the bags get inside the room and are not blocking the door in order to alleviate any accidents when parents come into the rooms.

5:30-5:40 = Do quiet games with the children (Reading, make believe story telling, etc...). This will help calm them down and encourage them to leave with their parents in a restful manner.

5:40 = Have children play a game like Sleepy Lions again, away from the tables and begin to put the chairs up. Take backpacks and combine into the Ark Room. Make sure that the 2 year olds are in a completely separate area from the other children. This is an Indiana State requirement.

5:45 = Room Closer will begin to go around to the individual classrooms and closeout the rooms according to the checklist. If there are any problems with your room, the Room Closer will make note of it and complete the task. The notes will be reviewed by the Staff Supervisor in order to discuss immediate improvement.

By 6:00, all children should be picked up. If not, please let Cindy know ASAP so we can plan for an additional pick up and/or call to parents.