

Meeting Minutes

7/6/05

Presented By: Deb H, Melanie and Cindy

Attendance: Amy B, Deb S, Crystal, Sarah, Trish, Lisa K, Nicole, Mary, Jen, Darla, Jim, Ryan, Amy H, Stacy, Jayme, Angelica, Meg, Cindy and Melanie

Not In Attendance: Amy Z, Kelli, Becky, Angie, Stacey, Chris, Rosey and Lisa J.

Cindy:

Issues Covered: Food Program updates, reading of the "Offering the CACFP in a Non-discriminatory Manner" and reminders of snack sheet numbers

- ⊗ Due to updates in the food program from the state, we will be seeing some changes in the paperwork that is sent home with the parents. i.e. Newsletters, Parent Handbooks, etc... There is a paragraph that has to be included on all papers sent home.
- ⊗ Additional readings were needed in order to stay compliant with the state rules. "Offering the CACFP in a Non-discriminatory Manner" was read to all staff present. An example was given to understand some of the changes: We can no longer have a child who has been misbehaving sit by themselves at a table to eat their breakfast, snacks or lunch.
- ⊗ Please remember to fill in your ratio count when you pick up your p.m. count. This is a very important part of snack. This form, found on the snack counter, gives Dorothy the counts needed in order to supply KPS with enough snack. Without this, she can only guess and hope you don't run out of snack. This can be very stressful.

Melanie:

Issues Covered: Ice pack procedure, Transition squares, Fire drill procedure, Clean up in the gym and the playground, Training videos for all staff, Walk on Water book/audio tapes, and Lost Keys

- ⊗ Please make sure to take used ice packs back to the team lounge refrigerator. Make sure to change the plastic bag and put a clean one on at the time you put it back. If there is any type of bodily fluid (blood, urine, etc...) throw it away instead of putting it back.
- ⊗ Please begin using your transition squares which were handed out last week. This is all part of making our classrooms more literary rich. Make sure to inform the afternoon/part-time staff of this material.
- ⊗ Fire drill procedure signs were handed out again as a reminder for all staff on what to do during a fire drill. Also, please make sure to shut your classroom door(s) whenever leaving for a period of time throughout the day.
- ⊗ We have the same rules as the fall session when it comes to cleaning up after yourself. When you leave an area, make sure it is picked up well. If your class is in the gym and you get out things, make sure to pick up before leaving. If your class is on the playground and the sandbox toys are out (or other misc. toys) make sure to pick up before leaving. Get the kids involved. It will make your life a lot easier and the children feel good about themselves when they accomplish tasks like that. We are still in the process of getting a shed for the playground in order to keep out toys and equipment in better shape. We are making progress.
- ⊗ You will begin participating in more training once the newer staff get through it. I like to call them the "common sense" videos. They help you as a busy teacher remember all the little things that seem like common sense but get missed some times during your busy schedules with the kids.
- ⊗ Please let me know if you are able to share your copy of "Walk on Water" book and/or audio tapes. The newer staff are required to review the material but we have seemed to have lost most of our copies that were in the office. Please stop by the office to see me.
- ⊗ We still have not been able to find my KPS keys. About 2 weeks ago, on a Monday afternoon around 4:00ish, I was getting ready to leave and someone asked to borrow them. I packed up and left the building without them. They still have not been returned to the office. I was hoping someone would do wash and find them in their pocket, but nothing yet. Please work very hard to look through your

clothes, sweater jackets, classroom drawers, classroom toys, etc... to see if you can find them. They are on an orange/hotpink spiral wrist band that includes about 6 keys, a clip and a whistle. It doesn't matter who has them, please if you come across them, return them. I pray that the team can find them. Thanks!

Deb:

Issues Covered: Playground zone responsibilities (handout), playground coming attractions and worship books.

- ⊗ Playground zone responsibility sheets were handed out. Deb explained that playground zones are put into place for a reason and should not be taken lightly. The state inspector drives by to see if we are doing our job. It is too late to run to your zone once you see her standing on our property. She has already seen us... Deb expressed her empathy for the teachers having to stand on the playground. She explained the events that lead up to having to stand in area zones on the playground (The state granted us a variance for the playground after the rule of "no more than 30 children together" was passed. We either stand or only allow 2 classes at a time on the playground). Because the teachers are "forced" to stand, they should be interacting more with the kids which teaches them social skills. This only works if the staff does not use this time for socializing with other staff members.

We need to remember that it isn't our job to baby-sit children at our facility. Our job is to teach and involve children at all times in everything we do. Deb again apologizes to the team for not being able to sit but there seems to be nothing we can do. Because of the constant team reminder of not socializing on the playground, Deb has come up with a not-so-comfortable solution. New Rule: Staff will be written up if they are found on the playground socializing to one another while clocked in. After 3 write-ups, possible termination could occur due to lack of supervision of the children causing a dangerous situation. This way you all are responsible to stand up for your self and hold others accountable. We are a team, let's play like one and help each other out. If this new rule does not stop the behavior, a playground schedule will be established and you will only be allowed to be out there on your scheduled time with one other class.

Deb opened up the meeting for other team members to speak their opinion or bring to life other solutions. One solution was voiced stating, "Enforce the schedule so no one gets into trouble for misbehaving because no one was willing to listen before this time and it is silly." Someone then suggested that we would be punishing the children just because we can't act like adults and get our act together to stop socializing. "We are all adults and we understand the rules. It is about time we all act like it." One other statement was, "Be a team player and help people out which forces you to watch after one another and stay in line."

We all voted and decided to enforce the rule of write-ups if seen socializing.

⊗ Worship Books

Deb stressed her love for all of us and emphasizes our importance of missionaries. She also expresses her Love of experiencing the Word which inspires her throughout the day. She explained what she means when she expresses her thoughts by saying "God talked to me about this..." She wants everyone to understand that she does not in any way feel that the Holy Spirit only speaks to her. She understands and expresses her desire for all of us to hear the Word of the Lord throughout our day to help guide us through things that may challenge us or things that are just daily things. She wants us all to understand that we all "hear" the Holy Spirit and should follow His visions in which He shares with us. Deb explained her feeling the "awe" of God and she hopes that we all feel it as well as we live a holy life to show God's ways to others. Deb asks that we all understand her when she says, "God is talking to her" about the next steps for KPS. She feels His awe and listens.

God has been giving Deb wisdom about the book she introduced to us during one of the last staff meetings. She was so encouraged by our response that she bought a book for each classroom. She requests that we all take time to read it in the next few weeks. She would like us all to have read it and begin using the info with the children so we are ready to hit the ground running when the fall session begins.

Deb feels that the team at KPS has been chosen for this work because we are all blessed. She has seen so much growth in our lives that it moves her to think about how God is working in all of us.

She wants to let everyone know how much she has enjoyed the time the team is spending with her while following the "Down with Deb" schedule. It is allowing her to see what kind of blessed people you all are.

She expressed her desire to have us all be willing and humble to be able to let God's work happen in our lives. She feels that it is a privilege to be a part of our group and she thanks you for your willingness to be open and humble before the Lord and to be a servant to Christ. She understands and thanks you all for your sacrifice.

ANONYMOUS SUGGESTION BAG TOPICS:

1. Take children to the toilet before nap time or on the playground instead of letting them go when in the gym after lights out...

Please make sure to use your time wisely after lunch time. Make sure you give the kids ample time to use the bathroom and settle down a bit before laying down quietly. It is unfair to them to ask them to run, run, run outside then lay down without a wiggle immediately following. Please use your classroom bathrooms before naptime.

2. Sub Folder info for "special needs" kids accessible during nap time...

Melanie will be putting together an "Information Folder" for nap time with those children's names and particular needs in order to help the children feel more comfortable at nap time. Please supply her with information on any child in your classroom that would require "special" help while falling asleep. EXAMPLE = Johnny gets frightened if you stroke his face while trying to get to sleep. Or Angel responds best to loving voices instead of strong enforcer voices due to past family history. Or Janie has to use the bathroom if she asks at all times during nap or accidents will occur.

*****ALL OF THE INFORMATION PROVIDED IN THIS FOLDER WILL AT ALL COSTS BE KEPT CONFIDENTIAL. THERE IS TO BE NO MENTION OF CONFIDENTIAL INFORMATION OUTSIDE OF KIDDIE PREP SCHOOL. THIS IS A STATE GUIDELINE AND IT IS RESPECT.

3. Nap time – Keep area as quiet as possible...

Please understand that the gym during nap time is to be kept quiet. The team makes a good effort to help the children get comfortable and asleep at this time. In no way should you come in talking real loud and/or making loud noises. Please have respect for others.

4. Too short shorts and writing on the behind of pants/shorts...

Please review the Teacher's Handbook/Personnel Handbook regarding the dress code especially now during the hot summer. Shorts must be half way down the leg and no writing on the behind of your pants/shorts. Deb suggests that you visit Sports Den for athletic shorts or the Goodwill for inexpensive clothes.

AFFIRMATIONS:

**A beautiful prayer time thank you was written to Miss Darla.

**Thank you to Mrs. Cindy for keeping the supply closet organized.

**Thank you to Emily and Nicole for putting up the basketball hoops for the children.

²⁸And we know that in all things God works for the good of those who love him,^[i] who^[k] have been called according to his purpose. ²⁹For those God foreknew he also predestined to be conformed to the likeness of his Son, that he might be the firstborn among many brothers. ³⁰And those he predestined, he also called; those he called, he also justified; those he justified, he also glorified. Romans 8:28-30

Playground Zone Responsibility Sheet

Main responsibilities are listed below for each zone area. These are to help you understand what you should be watching while out in your zone. These things listed are reminders but our ultimate responsibility is to continually supervise all children in order to keep them as safe as possible.

3-5 Year Old Playground Zones

1 Gate Zone = Continue a watchful eye on who comes in and out of the gate at all times. You are to ID anyone that comes in that you are not completely sure of. Do not let children leave the fenced in area without the supervision of an adult. Continue to watch the area around you including the Quiet Area for children who choose not to run and play at that time.

2 Gate Zone = Continue a watchful eye on who comes in and out of the gate at all times. You are to ID anyone that comes in that you are not completely sure of. Do not let children leave the fenced in area without the supervision of an adult. Continue to watch the area around you including the Quiet Area for children who choose not to run and play at that time. Back-up zone 1.

3 Bathroom Door Zone (Sign Room Door) = Take children into the bathroom as needed. This door is to be kept shut at all time unless you are taking a child to the bathroom. DO NOT let a child go indoors by themselves to use the bathroom. You are responsible for that child when using the toilet. Continue to watch the area around you.

4 Block Zone = Interact and supervise the children with the blocks. Continue to watch the area around you. Back-up zone 3.

5 Fence Zone (near Red Play Set slides) = Supervise the children on that side of the Red Play Set. Make sure the children are following the rules regarding proper play on the slides and so forth (no standing on slides, no pushing people off, etc...). Continue to watch the area around you.

6 Art Easel Zone = Supervise the children using the art easels. You are to make sure that the children are properly using the easels and art supplies. You are to make sure the children are treating the art easels with respect (no climbing, kicking, etc...). Help children clean off art easels as needed. Continue to watch the area around you.

7 Yellow Play Set Zone (building side of play set; Playground Middle) = Supervise the children using the Yellow Play Set Zone. You are to make sure the children are following the rules regarding proper play on the play set at all times (no standing on slides, no pushing people off, etc...). Continue to watch the area around you.

8 Water Play Zone (including the water fountain) = Interact and supervise the children playing in the water tubs. Make sure they are following the rules regarding proper play in the water tubs (no purposeful splashing, no drinking the water, etc...). Also, keep an eye on the drinking fountain. Make sure the children are using it for a refreshing drink and not a toy (no wood chips allowed in the fountain and no spraying). Continue to watch the area around you.

Attachment

9 Tree Zone (Mayhew Road fence side by small tree) = Continue supervision on the area around you (some spots are the sandbox, Red Play Set and the Yellow Play Set). Back-up zone 10.

10 Sandbox Zone = Supervise and interact with the children in the sandbox. Make sure they are following the rules regarding proper play in the sandbox (no throwing sand, try to keep the sand in the sandbox, no burying other children, etc...). Continue to watch the area around you.

11 Horsy Zone = Supervise the children on and around the horsy. Make sure the children are following the rules regarding proper play on the horsy (no hanging off the underside of the horse, no standing, only one person at a time, etc...). Continue to watch the area around you. Back-up zone 6.

12 Red Play Set Zone (inside area of play set by spiral metal bar) = Supervise the children on the Red Play Set while generally located by the spiral metal climbing bar. Make sure the children are following the rules regarding proper play on the slides and so forth (no standing on slides, no pushing people off, etc...). Continue to watch the area around you.

School Age Playground Zones:

1 Gate Zone = Continue a watchful eye on who comes in and out of the gate at all times. You are to ID anyone that comes in that you are not completely sure of. Do not let children leave the fenced in area without the supervision of an adult. You are also responsible to supervise the children when they go to get a drink. Usually they are able to be trusted to go to the water fountain with your visual supervision. You are to help supervise the Play Set and Sandbox. Make sure the children are following the rules regarding proper play in these areas (no standing on slides, no pushing people off, etc...and no throwing sand, try to keep the sand in the sandbox, no burying other children, etc...). Continue to watch the area around you.

2 Corner Zone (far corner of playground near Mayhew and parking lot) = Supervise the children on the Play Set and in the open corner of the playground. . Make sure the children are following the rules regarding proper play on the play set (no standing on slides, no pushing people off, etc...).

2 Year Old Playground Zones:

1 Gate Zone = Continue a watchful eye on who comes in and out of the gate at all times. You are to ID anyone that comes in that you are not completely sure of. Do not let children leave the fenced in area without the supervision of an adult. You are also responsible to supervise the children when they need a drink. You are to personally take them to the fountain to help them out. This is also done for their safety because of their young age and size. Continue to watch the area around you and help the children learn how to play with one another.

2 Diagonal Corner Zone (from the gate) = Supervise the children on the Play Set. Make sure the children are following the rules regarding proper play on the play set (no standing on slides, no pushing people off, etc...). Continue to watch the area around you and help the children learn how to play with one another.

3 Corner Zone (across from the gate; back corner near parking lot) = Supervise the children on the Play Set. Make sure the children are following the rules regarding proper play on the play set (no standing on slides, no pushing people off, etc...). Continue to watch the area around you and help the children learn how to play with one another.

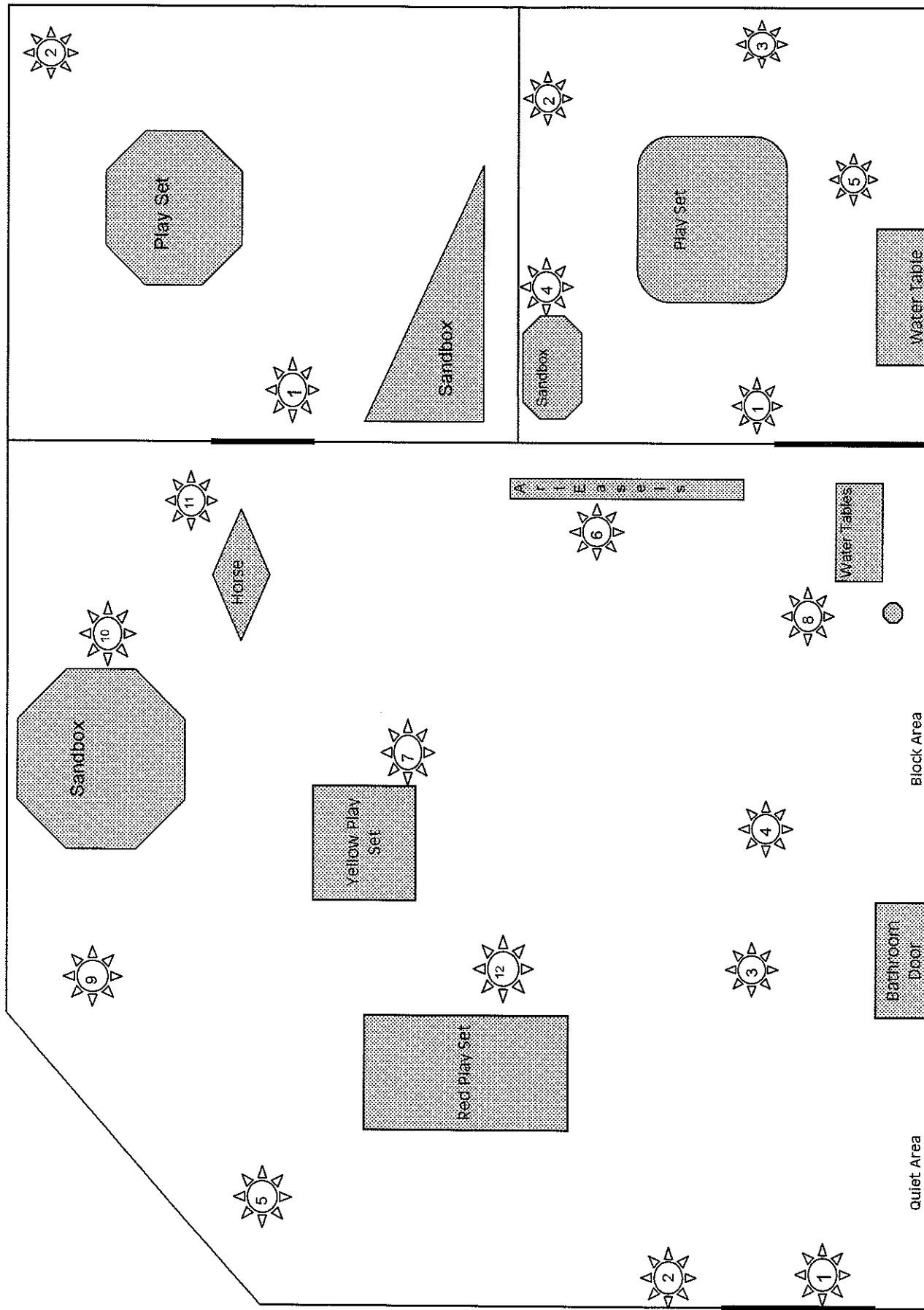
4 Corner Zone (beside the gate zone; inside corner near 3-5 and school age playground) = Supervise and interact with the children in the sandbox. Make sure they are following the rules regarding proper play in the sandbox (no throwing sand, try to keep the sand in the sandbox, no burying other children, etc...). Continue to watch the area around you and help the children learn how to play with one another.

5 Water Play Zone = Interact and supervise the children playing in the water tubs. Make sure they are following the rules regarding proper play in the water tubs (no purposeful splashing, no drinking the water, etc...). Continue to watch the area around you and help the children learn how to play with one another.

****FLOATER for all playgrounds** = Interact and supervise all children available. Make sure they are following the rules regarding proper play with different children. Direct children to the correct "Zone Teacher" for additional help (bathroom zone, water zone, etc...). Assist other teachers when needed in any given situation. You are allowed to roam the playground in order to help everyone out. Continue to watch the area around you and help the children learn how to play with one another.

****Replacing a Teacher (working as a sub "floater" in the classroom** = If you have replaced a teacher in the classroom because of an absence, you are responsible for working in their zone on the playground.

Playground Zones



Fire Alarm Steps

When a fire alarm sounds, please follow the following few steps in order to keep all children and staff safe:

1. Stay calm to ensure the safety of the children.
2. Grab your clipboard.
3. Do an initial head count.
4. Double check the bathrooms and toy areas.
5. Walk quickly and orderly to your designated fire safety area closing your classroom door behind you.
**Use transition games in order to help the children feel comfortable.
6. When you get to your designated area, do another head count.
7. Stay in your designated area until you receive the all clear from an office staff member.
8. Walk back to your classroom using transition games again.