

Meeting Minutes

6/9/04

Attendance: Cheryl T, Amy B, Deb S, Kristin, Emily, Jessie, Ryan, Jamie F, Darla, Cheryl H, Jayme B, Becky, Lyndsay R, Colleen, Kelly, Nicole, Chris, Angelica, Lindsay B, Jennie, Amy Z, Dan, Lisa, Carolyn, Sarah, Sharon, and Katie, Melanie

Absent: Dorothy, Amy G, Stephani and Cindy

Deb:

- ⊗ There will be a team meeting for the college staff and the new team members in order to review the updates to the Teacher Handbook.
- ⊗ We are now ACSI Accredited. We all look forward to continuing the additional procedures we incorporated into the classrooms in the past 6 months.
- ⊗ Plexiglass "art boards" have been presented to the Church board in order to stop the children from removing the wood chips and drawing on/in the dirt.
- ⊗ There will be a "me time" area on the playground soon. This area will consist of a box which will hold a blanket and books. This will be for any child that feels they need some time alone. This is another regulation we need abide by.
- ⊗ Due to an additional entryway for the church, the playground will need to be rearranged. Deb has come up with a drawing in which she has presented to the Church board for authorization. The new schoolager playground will be a square which will incorporate the existing triangle sandbox. The divider fence will go right off of the 2yr olds playground out towards the street. This will add an addition area for the pre-school playground area where a new sandbox will be constructed. The play horses will need to move and be separated more due to updated IN State regulations as well. New playground zones will be developed to incorporate all new play areas. The 2yr old playground will not be enlarged because the IN State regulations only allow 15 kids at a time in an area. We would hope for all of this to be finished by the end of June.

- ⊗ Deb requests that ALL children go potty BEFORE you go outside. There are too many children using the restroom during playground time which causes several teachers to come and go off of the playground leaving the other teachers and children out of ratio.
- ⊗ Indiana State Regulations have been updated for the playground area. Full-time team members have voted on the options below:

Options:

- 1) No more than 20 children at a time on the playground. This would require a playground schedule a lot like the 15 minute gym time schedule.
- 2) Separate visual play areas for classes to play in when they are out with other classes. The children would not be able to combine with their friend in the other classes during this time.
- 3) Sitting is not permitted for teachers while on the playground. This means that the benches are used by the children only and the teachers may NOT take chairs out for themselves. (due to medical necessity, Deb has authorized Joy to use the benches or a chair)

All of these options are made to assist the learning process for the children in socializing and playing appropriately with other children that may or may not be of the same age. These options will create a better environment for supervision. Teachers will be able to stay "on top" of children at all times and not "zone" about their day. IN State requests that the teachers use "outside time" as an extended curriculum time. They observe this time with the children to be a learning environment.

Staff:

- ⊗ Some staff agrees that option 2 would not be fair to the children because they wouldn't be able to spend time with their buddies in different classes. They also feel that option 2 would not be fair because the children need to run and play.
- ⊗ Some staff agrees that option 2 would be beneficial for the smaller preschoolers that are just coming onto the playground from the 2yr old area. Some older children tower over them and are mean because they are too slow on the play equipment.
- ⊗ **Decision:** OPTION #3. This rule is effective immediately.

⊗ New IN State regulations require us to stop using Time Outs. Deb has requested a variance in order for us to continue Time Outs. We must do the following to be able to have to variance:

- Make sure you are using Time Outs for a problem that you did not create due to the situation you put the children into.

For example:

*Do not ask the children to stand in line without talking for a length of time (potty time, washing hands, etc...)

*Use prayer a lot. Pray with the children when a sin has been committed. If a child spills milk (child like behavior), this is not a sin. If a child hits another child (harmful to others), this is a sin. When done praying with the child, give him/her a hug and explain that it is from the Jesus and that he will always love us. This will plant the seed in their brain for a lifetime.

*Use the office as a last resort. If you bring the child to the office without trying to take control of the situation yourself, you will teach the child that the office has the authority and not you.

Anonymous Issues from the Bag:

⊗ Cot Closet Organization:

Idea: Label cots with room name instead of # so anyone would be able to identify the stacks.

Idea: Re-organize cot closet and put room labels on storage areas.

⊗ Broken Cots:

Idea: Fix all cots that are drooping and on the floor. Please let Cindy know if we need additional cot canvases.

⊗ Sanitation Issues:

Vomit = VoBan (sawdust mixture) is to be used for all incidents. It is located in the janitor's closet.

*Sprinkle on the area, let it soak up, broom it up and repeat as nec.

*DO NOT USE THE VACUUM!!!!!!

*Carpet Areas: After Voban; use spray cleaner to finish sanitizing area.

*Tile Areas: After Voban; use bleach water to finish sanitizing area.

**Gym Tiles can be removed in order to clean under them.

*Tie up trash bags and put in janitors closet when done cleaning.

⊗ Timeliness during nap time:

Idea: Have all the children prepared to lay down before you start your "wind down time". (before the other team member is

putting out cots) This way the children will be on their cots by 1:00 and lights can be shut out on time.

Idea: All teachers be prepared and on time when the lights come on at 2:50.

☸ Sunscreen:

All teachers (afternoon especially) must re-apply sunscreen throughout the day.

☸ Hydration:

Idea: Please be aware of any child that may look a little worn out and too hot on the playground or coming inside. Please direct those children over to the fountain zone so the teacher can help them get a drink and cool down.

☸ Potty Time:

Idea: Boys will be boys... Please make sure that all boys are sitting while they use the restroom. It becomes a sanitation issue when they stand. Please keep an eye on this.

☸ Closing Times:

Idea: Please shut your room down as much as possible at 4:45 every afternoon before going onto the playground. This way the teachers will not have to leave their class on the playground and cause ratio dilemmas. This will also help the "5:30 late" team members combine on time so the closing of the rooms can begin.

Deb understands that God is asking us all to be Christ Like in order to fulfill his plans for Kiddie Prep School. This includes every member of the KP Team (Office, Full-time, Part-time and Kitchen team members). As long as we all work together, with God in mind, we can do it!