

WHO WE ARE

† We love one another

† We are the best learning environment

† We teach children who God is and how to experience Him

Meeting Minutes

9/13/06

Attendance: Donita, Jill, Esther, Carrie, Ryan, Meg, Amy, Nicole, Trisha, Tonya, Darla, Jen, Joy, Janet, Mary, Angelica, Deb S., Melanie R, Cindy, and Deb H.

Not In Attendance: Chris, Part-time/Assistant Teachers and Kindergarten Teachers

ISSUES COVERED:

🌸 **OPEN HOUSE:** What a great night for the teachers! Hats off to all that attended and participated in the first annual KPS Open House. Deb, Cindy and Melanie are so excited that you were able to show off your talents and professionalism in so many different ways. You go Girl! (and Boy! *Sorry Ryan*☺). Several comments were made by teachers regarding what great work the assistant teachers did, THANK YOU! Teachers, keep going and stay on task in order to get your Fall Assessments completed and to continue your work. AWESOME JOB!

Comments and Discussion:

**Open House for the most part was very informative for the parents and the teachers.

**The teachers felt some discouragement when some of the early parents came, picked up, and left. They didn't even seem to know about the event.

**The Welcome board was nicely created (Thank you Meg!). It would be nice to have the board out earlier in the week to remind the parents to come. Maybe 1-2 days prior to the event.

**Great response from the parents. The office has heard wonderful comments regarding the teachers and the experience.

**Questionnaires/profiles really helped get the teachers on the right page with the children in their classroom. It helped them feel more understanding of the parents as well.

**Might be more beneficial to have the Open House earlier in the day and not so late because some of the early parents did not come back. For example, start around 4:00 or 4:30. This way we can catch all of the pick-up time.

**Didn't have many parents in rooms after 6:00. Should move up the closing time to 6:00.

🌸 **RATIOS and BUMPING:** Know your kids and know your ratios. Which one of your children is flexible, outgoing, and acceptable to transitions or change? *Together*, review your children in your classroom and see which child or group of children would be reasonable to move to another classroom (up or down) if you your room reaches high ratio counts. If child/children contain the above characteristics, they would be your best bet for bumping. The age of the child *does not* matter (unless 2yrs old) when trying to make a good transition for both classrooms (TWO YEAR OLDS **MUST** follow the age rule at all times per state guidelines). Do not bump your "naughty/challenging" children because each room has at least one of their own. REQUEST HELP from the office if you feel you have a "challenging" child that would benefit from time away from your room and teachers.

COMMUNICATE WITH ALL STAFF INVOLVED WHEN BUMPING. Make sure all teachers in your room know where that child or children went. Write a note for yourself on the attendance sheet. Another suggestion, write the name of the room that the child was bumped to on the sign-in sheet for the parent. Deb shared that there was a very scary experience that happened just the day before. A dad went to his child's room and the child wasn't there. Deb and Cindy split up and went searching to find the child while the father held it together with a scared and angry face thinking that we lost his child. What happened? A lead teacher bumped at the end of their shift but the communication broke down. The assistant teacher was not clear to which room the child went to and didn't have an answer for the dad. **COMMUNICATE OPENLY AND TO THE POINT WITH ALL TEACHERS INVOLVED. ASK QUESTIONS IF NEEDED AND DO NOT ASSUME.**

🌸 **ENROLLMENT and REGISTRATION:** As of today, all quad rooms are full. We are starting a waiting list for 4/5 year olds. We are taking 2/3 year olds for now. We have had the highest average-daily-attendance since the 1980's! God has blessed us with a full enrollment. Being full continues our ability to pay the teachers what they deserve and continue to reward them as they move up in their education. Please do not complain if you see new children on your list. This is what we are called to do. If your room becomes over-ratio, review the kids with your co-teacher and bump as necessary.

- ☸ **ACSI TRAINING:** Conference time! October 13th and 14th (Friday and Saturday). This training time is not mandatory but it is strongly suggested that you attend. Deb advises all team members to have a good excuse if you plan not to attend. Because of the demands in our work, continued education is necessary and it assists us in staying professional. Deb notified us that she will be continuing her education as well in order to help us stay on task. Ongoing education keeps us at the highest level of quality. Deb urges us all to create a mindset to welcome continued education and training because this is what will be required in order to stay on top. A sign up sheet will be posted soon to see who is going the day of or the day before. Right now, Deb H and Cindy are going. Melanie has not been required since the training is on curriculum.
- ☸ **BEHAVIORAL HANDOUT:** Deb gave each classroom a handout that she received from a child's counselor. The handout describes the "Rewind Technique" that the counselor is using with the children she is counseling. Deb requests that we all try this technique in the Quad Rooms. It takes some understanding from the child so she suggests that the 2 and 3yr old classes continue to use the "Solution Kit" pictures. Consistent repetitious training... Deb reminded us that there is usually a time at the beginning of each Fall Season that the teachers want to pull their hair out because the children seem very immature. This is a transition time that we need to get used to and remember each time we get new kids. Deb reminds us that every time we get a new group of kids in the room, teachers have to first understand the new children (log child characteristics if needed) and then understand what their needs are. As this is being accomplished, the teachers need to begin coaching the children to help them train new and proper behavior. This will always require *consistent repetitious training*.
- ☸ **CLOSING and OPENING OF ROOMS:** Remind the part-time staff what is needed in order to properly close the classroom each night, especially Wed and Fri's. **NOTE**=Anything loose needs to be put away in a tub or behind doors/computer drapes. Use the space under the computers to hide big toys (high chairs, baby beds, etc...). Do NOT stack toys above the cubbies. Make sure tubs are closed properly and the room is clean. Nothing should be on the countertops. KPS is a ministry of Grace Point and we share the facility with multiple ministries that reach out to children of all ages. Please continue to be humble and accepting of the tasks that are asked of you. Deb and Melanie have a meeting coming up with some KPS board members, Church trustees and representatives to come up with a good solution to share the space and end the apparent continued frustrations of all parties.

TEACHER DISCUSSION:

Issue: Children with behavior problems. What techniques are you using and is it working?

As a team, we are getting better at helping children because of our continued training. We are helping children as individuals who just don't fit the "mold". Some kids are good at one thing but horrible at others. Remember, they thought Einstein as a child was slow.

The Ocean Room shared several things that they have done with two of their students. They are beginning to understand what makes them tick and it is making things move a lot more smoothly.

"How do we help the child and then tell the parents?"

*One step at a time. Not all parents accept that their child may need some help.

*Use the help of charting. Chart and review behaviors to see what may "set the child off".

*Be cautious and run things through the office before confronting the parents.

*Deb usually makes the call to confront the parents unless the teachers have a unique relationship with the parents.

*Pray and ask the Lord to help you understand the needs of each child. He trusts us with these kids.

Deb shares that she understands the frustration that some of you may have. She wants to try and help the children as much as possible, but she will not let a child hold a class hostage. She will review suggestions and information from the teachers and invite the child/family to leave KPS if necessary.

AFFIRMATION BOX:

1. Amy and Nicole – Thank you for volunteering your break time to help us re-arrange our room.
 2. Meg – Thank you for creating the great Open House sign.
 3. *Amy – Thank you for volunteering your time to help others. You always think ahead to help your team members.
 4. Nicole – Thank you for always volunteering your time to help with separating all of the Scholastic booklets/catalogs.
 5. Tonya – Thank you for being so organized and for putting up with me. I hope to learn a lot from you.
- *Amy won the drawing of the Mall Certificate.

SUGGESTION BAG:

1. “Get rid of box in the Balloon Room in order to open it up for a better reading area.” “It creates a safety issue and a sanitation issue.”

Response – Every classroom has to have a reading area designated along with a “Be by Myself Area”. If this is a necessary change, it will need to be brought up in a meeting with the church in order to get their blessings. Any changes to the room décor have to be authorized by both parties.

2. “Something other than crate for books in the rooms.” “The crates are an eyesore for the rooms and they look unprofessional.”

Response – The Farm Room is using their scholastic points to get different furniture pieces that are on wheels. Remember, any new furniture or decorating ideas needs to be Okayed through Deb first. Suggestions are welcome with making each room’s reading area a more comfortable and designated area.

3. “**Make sure doors are propped open for naptime in the gym.**” (not read at the meeting)

Response – There is a state regulation that the napping room has proper light in order to see the children when *first* entering the room and then supports proper supervision throughout the time the children are sleeping. A person should be able to walk into the nap room and not have to wait for their eyes to adjust in order to see what is being done in the room. One of each of the double doors at the end of the hall, proceeding into the gym, should be propped open. The back bathroom light should be on and one of the doors should be propped open enough to let light into the room.

4. *****IMPORTANT*****

“**Cell phones! In the hallways, outside and naptime.**” (not read at the meeting)

Response – Respect others and put your cell phones away, turn them off or put them on vibrate during scheduled working times. ***Do not answer cell phones*** while in the classroom teaching the children. This disrespects your co-teacher and the children. It demonstrates safety issues with trying to supervise the children. It is also unprofessional. If using your cell phones during break times, be respectful and speak quietly. Not everyone needs to hear your conversations. ***If you are expecting an important call, update the office staff of your needs to receive a call and have the person(s) call the office phone. This way an office person can stand in for you, if necessary, while you take your call on the staff phone in the hall.*** If this issue is not resolved, other steps may be taken in order to create a better atmosphere for the children.

SPECIAL NOTE

Deb thanks everyone for the continued prayers for her, her mother and family. She says that she can feel the prayers, especially when she feels overwhelmed with different decisions and daily tasks. Please continue to pray.

Be Kind Rewind*Be Kind Rewind*

Rewind Technique

The rewind technique allows children to find alternatives to inappropriate behaviors. With children who are impulsive or quick to react or with children who make poor choices under pressure, this technique allows them to fix the mistake with an appropriate reaction. This is used instead of just going to time out or losing privileges. If the child can not (do to too much anger) or chooses not to rewind...natural consequences should be given.

REWIND TECHNIQUE

Child begins to say/do something leading to an inappropriate behavior



Parent invites child to rewind "I notice you are yelling...would you like to rewind?"



Child then rewinds...goes to the beginning of the situation where the inappropriate behavior occurred and tries a better/appropriate way to manage the situation.



Parent may need to help with what an appropriate behavior/response might be (model it—"Jenny I was playing with that please give it back.")



If child can rewind—no further consequences should be given.