

*the family at*  
**First Baptist**  
CHURCH



# **FBC Kyle Mother's Day Out and Christian Preschool Staff Handbook**

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## **PROGRAM OVERVIEW**

### **A. Mission Statement**

Because we believe that all children are gifts from God, our mission is to minister to their families by providing a quality children's program that offers opportunities for spiritual, social, and academic growth.

### **B. Program Philosophy**

#### **1. Promoting Spiritual Growth**

Each day our classrooms provide a loving atmosphere with time for songs, prayers, and other activities, which acknowledge and foster each child's personal relationship with God. At least once a week, children participate in a chapel program that educates them in the love of Christ from a biblical worldview. We encourage children to think about the stories by asking questions and listening to them as they develop their understanding of God.

#### **2. Promoting Social Growth**

MDO is committed to helping children develop a positive self-image while learning to interact with others in a trusting and respectful way. We help children to understand their emotions and teach them how to use words to express themselves. We are committed to working closely with parents throughout this process. We are always ready to serve as a resource team for any child needing behavioral guidance.

#### **3. Promoting Academic Growth**

Our teachers use a school-wide curriculum called Wee Learn Curriculum. The level of information shared is based on the developmental level of the students in each class. Specifically, our classroom lessons are designed to help children do the following:

- a. Acquire knowledge and an understanding of the world around them
- b. Use language to effectively communicate and to facilitate learning and thinking
- c. Acquire and refine basic physical skills (gross and fine motor)
- d. Develop an awareness of good health and safety practices
- e. Develop a sense of curiosity, creativity, and imagination, which will promote a lifelong love for learning

### **C. Teacher's Role**

Teachers are an integral part of the learning program MDO and are therefore the "front line" in promoting and maintaining the integrity of the program mission, philosophy, and goals. Teachers at MDO are a professional and educated group who strive to achieve excellence in the MDO program.

### **D. Texas Minimum Standard Rules**

MDO is licensed by the State of Texas Family Protective Services and operates at all times in accordance with the Texas Minimum Standard Rules for childcare facilities. MDO seeks to exceed these guidelines to achieve excellence in childcare. It is the responsibility of each teacher to learn these regulations and conduct their daily operations in accordance with them. There is a copy of the standards in the office. You may also find them at [www.dfps.state.tx.us](http://www.dfps.state.tx.us).

## **EMPLOYMENT RULES & REGULATIONS**

### **A. Employment Diversity**

We seek to employ a diverse staff and our first considerations in employment will be education and experience. As a non-profit organization, we can reserve the right to hire teachers whose beliefs are consistent with those of our organization.

### **BAPTIST FAITH AND MESSAGE**

MDO teaches a biblical worldview conforming to the Baptist Faith and Message 2000 doctrinal statement. Included are a few important points to make sure you understand what we believe here at MDO. By signing that you have read the handbook, you are also signing that you concur. The entire Faith and Message can be found at <http://www.sbc.net/bfm2000/bfm2000.asp>.

### **The Scriptures**

The Holy Bible was written by men divinely inspired and is God's revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth, without any mixture of error, for its matter. Therefore, all Scripture is totally true and trustworthy. It reveals the principles by which God judges us, and therefore is, and will remain to the end of the world, the true center of Christian union, and the supreme standard by which all

human conduct, creeds, and religious opinions should be tried. All Scripture is a testimony to Christ, who is Himself the focus of divine revelation.

## **God**

There is one and only one living and true God. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver, and Ruler of the universe. God is infinite in holiness and all other perfections. God is all powerful and all knowing; and His perfect knowledge extends to all things, past, present, and future, including the future decisions of His free creatures. To Him we owe the highest love, reverence, and obedience. The eternal triune God reveals Himself to us as Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being.

Christ is the eternal Son of God. In His incarnation as Jesus Christ He was conceived of the Holy Spirit and born of the virgin Mary. Jesus perfectly revealed and did the will of God, taking upon Himself human nature with its demands and necessities and identifying Himself completely with mankind yet without sin. He honored the divine law by His personal obedience, and in His substitutionary death on the cross He made provision for the redemption of men from sin. He was raised from the dead with a glorified body and appeared to His disciples as the person who was with them before His crucifixion. He ascended into heaven and is now exalted at the right hand of God where He is the One Mediator, fully God, fully man, in whose Person is effected the reconciliation between God and man. He will return in power and glory to judge the world and to consummate His redemptive mission. He now dwells in all believers as the living and ever-present Lord.

## **Salvation**

Salvation involves the redemption of the whole man and is offered freely to all who accept Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer. In its broadest sense salvation includes regeneration, justification, sanctification, and glorification. There is no salvation apart from personal faith in Jesus Christ as Lord.

A. Regeneration, or the new birth, is a work of God's grace whereby believers become new creatures in Christ Jesus. It is a change of heart wrought by the Holy Spirit through conviction of sin, to which the sinner responds in repentance toward God and faith in the Lord Jesus Christ. Repentance and faith are inseparable experiences of grace.

Repentance is a genuine turning from sin toward God. Faith is the acceptance of Jesus Christ and commitment of the entire personality to Him as Lord and Savior.

B. Justification is God's gracious and full acquittal upon principles of His righteousness of all sinners who repent and believe in Christ. Justification brings the believer unto a relationship of peace and favor with God.

C. Sanctification is the experience, beginning in regeneration, by which the believer is set apart to God's purposes, and is enabled to progress toward moral and spiritual maturity through the presence and power of the Holy Spirit dwelling in him. Growth in grace should continue throughout the regenerate person's life.

D. Glorification is the culmination of salvation and is the final blessed and abiding state of the redeemed.

## **The Family**

God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption.

Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race.

The husband and wife are of equal worth before God, since both are created in God's image. The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation.

Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage. Parents are to teach their children spiritual and moral values and to lead

them, through consistent lifestyle example and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents.

## **B. Personnel Recruitment**

Newspaper advertisements, the church newspaper, personal contacts, and other methods for contacting the public will be used to obtain qualified applicants.

## **C. Background & Education**

MDO will meet or exceed the Texas Minimum Standards and Guidelines for the minimum qualifications necessary for teachers. We will seek to hire the most highly qualified candidates and prefer those applicants who hold a bachelor's degree in education or related fields.

## **D. Hiring Procedures**

1. **Posting:** When a vacancy exists, the director will determine if and when that vacancy should be filled.
2. **Application:** If the vacancy is to be filled, the director will ask for applicants, collect and evaluate applications.
3. **Screening:** All applicants will be screened to determine eligibility for employment in accordance with Texas Minimum Standards and Guidelines.
4. **References:** References must be provided, and they will be checked.
5. **Interviews:** The director will interview potential candidates.
6. **Hiring:** Upon selection for employment the director will offer the position verbally and then if accepted, the director will begin an employee file including supporting documents of meeting TXMSG and an employment history record.

## **E. Criminal History Background Check**

All new employees will complete a Criminal History Background Check as outlined by the Texas Minimum Standards and Guidelines. Employees are responsible for providing proof of fingerprinting as part of their background check.

## **F. Pre-Service Training and Orientation**

All new employees will participate in or provide documentation of 24 hours of pre-service training as specified in the minimum standards. Employees will also receive a program orientation including basic facility operation. Teachers should arrange training with the director for specific areas that may need development.

## **G. Employment Contract**

Teachers do not have a written contract. Job descriptions, the contents of this manual, and the Texas Minimum Standards and Guidelines represent the guidelines for employment. Teachers will be reviewed annually to determine eligibility for re-hire.

## **H. Staff Development & In-Service Training**

Employees must participate in continuing education as required by the Texas Minimum Standards and Guidelines. Staff members must coordinate their own training and submit proof of training to the Director for employee personnel files. MDO may pay for one off-campus training session (as determined by the annual budget) and will provide many on-campus opportunities. Payment for the rest of in-service training is the responsibility of the teacher. The director will provide details regarding training possibilities. These will be kept in the MDO office in a binder, which should be checked regularly for training opportunities.

## **I. Employment Status**

All MDO teachers are considered part-time. Work schedules are determined by the needs of the program with flexibility in regard to teacher availability.

## **J. Maternity Leave, Military Leave, Jury Duty**

Leaves of absence will be granted in accordance with TX and US law for said needs. Staff will not be paid for days missed during leave. Tuition for staff-children is not discounted during leave.

## **K. Termination**

1. **Two Weeks Written Notice:** Employee or employer may terminate employment for any reason at will with two weeks written notice.
2. **Employees may be terminated at any time for any of the following reasons:**

- a. **Behavior unfit for the job:** Behavior unfit for the job includes but is not limited to the following: intoxication, physical abuse of a child or co-worker, verbal abuse of any individual, inappropriate behavior with a child or child abuse of any type, including, but not limited to verbal, emotional, physical, sexual, or neglect. This may result in immediate termination and criminal charges may be filed.
- b. **Poor performance:** Poor performance shall be documented by records of performance, conferences, and evaluations. If performance does not improve over time, notice of termination will be given.
- c. **Budgetary constraints:** With no reflection on the employee, termination may be necessary due to drops in enrollment or funding cuts.

#### **L. Exit Interview**

Any teacher leaving the program will participate in an exit interview or survey with the director.

## **EMPLOYEE EVALUATIONS**

### **A. Job Description**

Each teacher will receive a written job description, which outlines specific responsibilities and duties.

### **B. Employee Appraisals and Job Evaluation**

The director will evaluate each employee at least annually. The evaluation tool will be available for teachers to review at any time. Evaluations will be unannounced and information therein will reflect a cumulative review of employee performance. In addition to this formal evaluation, teachers may schedule a general performance overview with the director at any time throughout the school year. Also, the director may meet with teachers at any time to discuss performance issues.

### **C. Employee Records**

Each teacher will have a personnel file in compliance with Texas Minimum Standards and Guidelines which shall be kept in the MDO office. Teachers are required to provide the necessary paperwork, guided by the director.

## **COMPENSATION**

### **A. Wage & Salary**

The salary schedule set forth will be determined based upon length of service with MDO. The director will distribute paychecks on the 15<sup>th</sup> and the final workday of each month.

### **B. Payroll Records**

All payroll information regarding taxes, withholdings, etc. will be maintained in church office. The church secretary can assist you with any questions regarding payroll.

### **C. Time Keeping**

Teachers are expected to arrive 30 minutes before the program begins and leave 5 minutes after it ends unless otherwise assigned by the director. Any work in addition to the regular day must be approved by the director. Contact the director if you will be late to work or if you must leave early. Repeated late arrivals or early departures may result in a write up.

### **D. Work Schedule and Classroom Assignment**

MDO follows the Hays CISD calendar for major holidays. Teachers are not paid for holidays upon which MDO is closed. As needed, the director will determine classroom assignments and schedules.

### **E. Special Event Pay**

Teachers are expected to attend occasional scheduled after-hour special events like music programs and staff meetings. Teachers will be paid for these pre-scheduled work hours. Arrangements must be made ahead of time with the director regarding any other work outside of the school day.

### **F. Absences**

Teachers are expected to have good attendance to ensure the continuity of our program for the enrolled children. Each workday, teachers should log their time in and time out.

Teachers are not paid for days upon which they are absent. You must write absent and the reason on your time sheet when you are out on a regularly scheduled day.

1. **Planned Absences:** All planned absences must be pre-approved by the director and submitted in writing to the director at least one week before the absence.
2. **Emergency Absence:** In case of illness or unexpected emergencies, teachers should notify the director as early as possible, and call your co-worker at home so that he or she can plan for your absence.
3. **Children of Absent Teachers:** Teachers' children only receive their discounted tuition rates on the days their parent is in attendance.

## **BENEFITS**

### **A. Insurance**

Teachers should seek health insurance through alternate sources, as all teaching staff are considered part-time employees, so none is currently available through MDO.

### **B. Social Security**

Social Security contributions are deducted from paychecks.

### **C. Worker's Compensation Insurance**

Worker's compensation insurance is provided through MDO.

### **D. Restroom & Lunch**

Teachers generally eat lunch with their students to provide a family environment during mealtime. Teachers may take brief restroom breaks in coordination with their fellow teacher at appropriate times in their class schedule. Teachers are expected to use their discretion in this issue and return as promptly as possible. Classes needing two teachers to maintain ratio will be relieved for restroom breaks by other staff members. Teacher breaks will be determined by the director based on length of the employee's workday. Playground, chapel, and music are not suitable times for a break.

### **E. Children & Family**

MDO promotes and supports active family involvement. We encourage teachers to participate in the program while their own children are enrolled. Tuition is discounted for teachers' children.

## **EMPLOYEE-MANAGEMENT RELATIONS**

### **A. Employee Counseling**

Teachers in need of assistance can seek help from the director or an appropriate member of the church staff. Referrals will be made as needed.

### **B. Employee Discipline**

The director will consult with employees as needed for any necessary behavioral change required by the job. All consultations will be recorded by the director and may be reviewed by the employee.

### **C. Staff Grievance Procedure**

Teachers should consult with the director if they are dissatisfied for any reason. If a teacher feels the situation requires the director's action, teachers should submit that request in writing for clarification purposes. If the situation remains unresolved, the teacher should consult with the Family Minister of the church.

## **HEALTH & SAFETY**

### **A. Safety/Accident Prevention**

All teachers are expected to conduct all activities with utmost precaution and concern for child safety. Common sense precautions should always be exercised such as wiping up spills, never leaving children unattended, age appropriate activity, etc. Teachers are expected to follow all safety regulations as outlined in the Texas Minimum Standards and Guidelines. Any situation that places a child at risk, such as forgetting a child on the playground, must be documented on a Licensing Incident/Injury report form.

## **B. First Aid & CPR**

Teachers are required by the Texas Minimum Standards and Guidelines to be certified in CPR and first-aid. This certification must be updated every two years.

## **C. Staff Health**

MDO will follow all health guidelines established in Texas Minimum Standards and Guidelines as well as Health Requirements for MDO.

## **D. Emergency Procedures**

The building will be evacuated in the event of fire, bomb threat, gas leak, etc. The supervising teacher is responsible for the evacuation of the students. It is important that students know what is expected of them ahead of time and that the evacuation be orderly. Therefore, monthly fire drills will be conducted in which everyone will participate.

### Emergency Preparedness Plan

Evacuation, relocation and sheltering in place/lock-down procedures:

Infants to 12 months will be evacuated utilizing the evacuation crib by the teachers responsible for this age group. The infants will be evacuated to the playground opposite the building via the nearest available exit that is deemed safe by the childcare providers.

Walking infants to 24 months will be evacuated to the playground opposite the building via the nearest available exit that is deemed safe by the childcare providers responsible for this age group. The assistant director will assist in evacuating this class due to limitations of this age group.

All other age groups will be evacuated to the playground by the childcare providers responsible for those age groups. The evacuation will be accomplished via the nearest available exit that is deemed safe by the childcare providers.

The United Methodist Church of Kyle at 408 Lockhart St. Kyle, Texas 78640 (512) 268-2331 will be our designated emergency shelter if the need arises.

All childcare providers will be responsible for bringing the class roster with them during the evacuation to account for each child in their class. They will then report their counts to the director. The children will be counted upon evacuating, arriving at the evacuation point and upon leaving the evacuation point and arrival at the emergency shelter if it is deemed necessary to utilize the emergency shelter.

During a Threatening Weather event:

All childcare providers will move their class to the main hallway in the education building and they will remain sheltered in place in this hallway until the threatening weather event has passed and the director deems it safe to return to the classrooms. Children will be counted in the hallway while being settled for sheltering and again when returning to the classrooms.

During A Lock-Down:

A lock-down will be announced by the director and assistant director. Upon the announcement of a lock-down the childcare providers will lock their respective classroom doors and guide the children into the closets between the classrooms. This placement of the children provides a second door between them and a potential threat and also removes the children from line of sight due to windows in the classroom doors. The childcare providers will remain there with the children until the director, assistant director, or law enforcement has given them an all-clear.

The childcare providers will carry the class roster into the sheltering area and count children when moving into the closet and again when moving from the closet into the classrooms.

Communication:

The emergency telephone number is for the First Baptist Church office: (512) 268-3511.



The director will be responsible for notifying the local authorities of the incident. The assistant director will be responsible for contacting each parent and Childcare Licensing to report the incident.

Each childcare provider will be responsible for evacuating with their class roster and class folder which contains all contact information for parents and emergency treatment consent for each child. The class roster will be used to track each child and both the class roster and class folder will be used as a two-way verification of reunification of the child with their parent once the evacuation, relocation, or sheltering/lock-down is lifted.

### **E. Student Health**

We maintain the Texas Minimum Standards and Guidelines, as well as the policies described below. Pertinent health information is often shared with the teachers by parents. Inform the director and keep the information confidential.

1. **Illness:** If a child becomes ill during the school day, the director should be notified, and a parent called so the child may be sent home. If a child arrives in the morning and is sick, do not permit the parent to drop-off the child. Contact the director if assistance is needed.
2. **Medicine:** We do not administer medication during the school day unless required by a doctor and approved by the director. Any in-school medication will be administered by the director.
3. **Accidents/Injuries:** Minor first-aid will be performed by a certified individual; in the event of a major accident the director must be notified immediately. Teachers are responsible for completion of Accident Reports after a major injury as soon as the injured party has been cared for.
4. **Boo-Boo Reports:** These must be completed for ALL minor injuries. Reports will be sent home with the child's daily report. The teacher should document the incident in the documentation folder.
5. **Injuries or Illnesses:** Any illness or injury that occurs at school and requires medical attention must be documented on a Licensing Incident/Illness report form.

### **F. Daily Documentation**

Teachers should maintain documentation of concerns regarding students such as behavior, health issues, and unusual bumps and bruises. Any suspected case of child abuse should be reported to the child abuse hotline and documentation filed with the director. Regarding any concern about a child, confidentiality must be maintained, and the situation must not be discussed with anyone who does not directly have the power to help with the situation.

### **G. Liability**

Staff is covered under the church insurance policy except in cases of gross negligence.

### **H. Teacher Health**

Teachers must follow the same guidelines as students when returning to work due to illness to prevent spread of contagious illness. Please consult with the director as needed. Vaccines are not required but a yearly flu shot is recommended.

### **I. Student Records**

Each child is required to have certain paperwork on file. It is the teacher's responsibility to read each child's file to become familiar with pertinent information regarding the child's health, personality, family life, etc. ALL information within a child's file is confidential.

## **DUTIES & EXPECTATIONS**

### **A. Work Schedule**

MDO Teachers are paid to work 30 minutes before their program starts each day and 5 minutes after the program ends. The director or assistant director can be contacted at MDO at least 30 minutes before and 20 after the program. There may be additional paid staff meetings or trainings as scheduled and required by the director and these will be announced at least two weeks in advance.

### **B. Arrival & Departure**

Staff members should remain on campus during the workday. If a need arises, teachers should notify the director and sign out on his or her attendance sheet prior to departing the building during the workday.

### C. Substitute Teachers

1. **Availability:** Teachers are encouraged to make suggestions for the substitute teacher list. Substitute teachers will be hired when available; however, staff may be rearranged to accommodate an absence. Staff should be prepared to actively participate with any age group within the program to perform all the necessary jobs required for that class group.
2. **When Working with a Sub:** If you are working with a substitute, please provide a brief review of the minimum sanitation and safety standards for your classroom at the beginning of the day.
3. **Sub Folder:** A labeled substitute folder containing specific instructions for substitute teachers must be maintained and placed in the file box in your classroom. Update this folder when your class list or daily schedule changes. The following information must be included:
  - a. Class list of students with contact information
  - b. Daily schedule
  - c. Special duties of each teacher in the classroom
  - d. Rules or pertinent info regarding your class
  - e. Pertinent info regarding lunch and snack (i.e. allergies, preferences, etc...)
  - f. Diaper/ Potty info on each student
  - g. Special needs for each student
  - h. An emergency activity plan that could be implemented if neither regular teacher is available.

### D. Student Attendance

Teachers must keep the sign in sheet up-to-date. This should be checked daily for accuracy. Teachers should notify the director if a student has been absent more than three consecutive times and a parent phone call should be made.

### E. Equipment

Teachers must keep track of classroom equipment and immediately notify the director if something is missing. Check the classroom equipment daily for safety. Supplies and certain equipment need to be locked up to prevent loss.

### F. Supplies

The school provides supplies for classroom learning experiences. They are kept in our supply closet which must be kept neat and orderly. Return all items you are not using to the appropriate shelf. Teachers are expected to help monitor inventory and notify the coordinating teacher in writing when items are running low or need to be replaced. Director approval is required for all purchases made by teachers before submitting for reimbursement.

### G. Classroom Preparations

Teachers should use the time before school as well as rest time to prepare daily activities. Teachers should not prepare lessons plans during center time. Planning time beyond the school day may be necessary for effective preparation.

### H. Taking Care of the Classrooms

1. **Cleaning:** Classrooms, closets, and all storage areas must be kept neat and orderly at all times. This is for safety, efficiency, and appearance. The church custodial staff will perform heavy cleaning duties and provide building maintenance. Each teacher should perform light housekeeping each day as well as sanitize toys and diaper areas. In the event that immediate cleaning is needed due to a child accident or illness, it is the responsibility of the teacher to clean and sanitize the area.
2. **Repairs:** Teachers should notify the director immediately when a repair is needed; work orders will be submitted to the church secretary.
3. **Shared Space:** Our classrooms are shared by other church ministries; teachers should use courtesy and flexibility in regard to this situation.

### I. Duty Assignments

1. **General:** The MDO staff are "on duty" at all times during program hours. In addition to teaching duties, extra school-wide duties be assigned as needed by the director in an equitable manner and are considered to be professional responsibilities.
2. **Playground Duty:** Children must be supervised with utmost caution while using the playground. Teachers should not consider outdoor playtime as a break. At least two teachers must be on the playground at all times and they should be actively supervising with eyes and ears on the children in their care. When only two

teachers are on the playground they should be constantly walking to ensure supervision of the entire playground. Use the playground walkie-talkie to call for assistance if needed.

## J. Curriculum

**MDO/DOCP** uses a curriculum based on the Wee Learn Curriculum. Each week the chapel teacher shares sacred stories and parables with our children based on the Bible. In the classroom, the concepts taught will complement and reinforce the chapel experience. Each age group will be engaging on their own cognitive level.

## K. Class Activities

1. **Activity Plans:** Teachers must create daily activity plans that describe activities for all the components of their daily schedule including but not limited to the chapel story, books to be read, centers, learning activities, motor skills, and art. These may be handwritten. Plans must be age appropriate and compatible with the program philosophy and mission. Children must be provided with a broad range of activities and choice must be provided within the daily events. Activity plans will be kept by the teacher, copies will be kept on file in the MDO office.
2. **Centers:** Centers should be easily stored, changed frequently and allow children to independently explore the weekly theme. Center time should be viewed by the teacher as an opportunity to provide one-on-one instruction to children. (Center time does not constitute a teacher break or planning time.)
3. **Prohibited Activities:** Certain activities will be avoided including the following: TV usage over 30 minutes, war play, play fighting, and all sexist and/or racist expressions. Activities should promote gender equality, multicultural influences, and biblical Christian values.
4. **Monthly Calendars:** In addition to the teacher's detailed plans, monthly calendars should be posted for the parents on the first day school day of each month. The calendars should be a typed or carefully written and describe the main theme of circle time for each day, as well as any special activities.

## L. Class Room Schedules

Each class will operate on a different daily schedule as required by the age group. The following must be included within each class schedule: Snack time, lunch, outdoor play, circle time, music, books/reading, center time, fine motor, and gross motor activities, creative expression/art, spiritual learning, social skills, and emotional expression.

## M. Guidance and Discipline

Most undesirable behavior is still normal and age appropriate. Discipline is the art of teaching desirable behavior with a redemptive end result.

1. **Discipline should always be:**
  - a. Individualized and consistent for each child;
  - b. Appropriate to the child's level of understanding;
  - c. Directed toward teaching the child acceptable behavior and self-control.
2. **Positive Reinforcement:** Teachers strive to build a child's internal motivation so that he or she strives to do the right thing just because it is the right thing. Acknowledging children making good choices encourages desirable behavior. Stickers and other physical rewards do not necessarily build internal motivation.
3. **Helping Children Learn Better Ways to Get What They Need:** Teachers take a positive approach to discipline and guidance that encourages self-esteem, self-control, and self-direction, which includes at least the following steps:
  - a. Identify the Emotion behind the behavior
  - b. Re-direct the Child
  - c. Describe the Appropriate or Target Behavior
  - d. Provide a Choice with Positive Reinforcement for Great Decisions
4. **Seeking Help for Repeated Undesirable Behavior:** If a child does not respond to the above correction method he/she may need a different approach. In these cases, the teacher will seek help from the director and together they will determine the next step. This may include taking a break away from the classroom, or a phone call to the parent. In cases of repeated behavioral concerns, the director will consult with the teacher and the child's parent in a conference setting to determine an appropriate behavior modification plan for that child.
5. **Prohibited Types of Discipline:** Harsh, cruel or unusual treatment of any child is absolutely prohibited. This includes but is not limited to the following: corporal punishment or threats of corporal punishment; punishment associated with food, naps, or toilet training; pinching, shaking, or biting a child; hitting a child with a hand or instrument; putting anything in or on a child's mouth; humiliating, ridiculing, rejecting, or yelling at a child; subjecting a child to harsh, abusive, or profane language; placing a child in a locked or dark room, bathroom,

or closet with the door closed; requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

## GENERAL POLICIES & PROCEDURES

### A. Staff Communications

1. **Staff Circle:** Staff will have a brief meeting every other Wednesday and Thursday at 8:30.
2. **Announcements:** As needed the director will be put announcement sheets with the sign in binder for teachers to read and sign.
3. **Staff Meetings:** Staff meetings outside of the regular workday schedule will be scheduled in advance by the director. Attendance is required, and teachers will be paid for their time in this event.

### B. Community Relations & Confidentiality Issues

The MDO teachers are a professional group. Teachers are expected to maintain the highest level of professional behavior at all times to protect private information, promote the program within the community, maintain a team environment, and enhance public relations in general. Staff members are not to discuss MDO issues with anyone who cannot directly address their concerns. Furthermore, staff members must protect the confidentiality of the children and families they serve.

### C. Staff Children

Teachers will not be assigned to teach in the class for which their child participates whenever possible. Teachers may pay discounted fees and tuition associated with their child's attendance. Before their program begins, teachers should keep their own children with them, or make other arrangements for shared care before and after school. During the day, staff children enrolled at the program should remain in their own age appropriate classroom in order to maintain ratios. Parents may visit their child as needed with appropriate discretion and teacher/director permission. School-aged teachers' children may only visit MDO with prior approval of the director.

### D. Employee Parking

Parking is available behind the education building and in front of the church office.

### E. Telephone

Cell phones are not allowed to be used during the school day. The MDO office phone number should be given as your emergency contact number. All personal calls should be attended to during your break or after school. Please do not use the MDO telephone line for personal calls. Should you receive an emergency call; the director will cover while you receive the call.

### F. Gifts

It is voluntary but highly recommended for teachers to give gifts to students at Christmas time and at the end of the year. Check with the director if there are specific questions regarding this.

### G. Dress-Code

Appropriate dress for MDO teachers and staff shall include clothing, hair, shoes and cosmetics that are modest, neat, and professional in appearance. The style of clothing should enable the teaching staff to be active facilitators of learning as they interact with young children. Teachers should present themselves with good hygiene and avoid extremes in hair, jewelry, body ink and clothing. The appropriateness of dress shall be considered on an individual basis at the discretion of the director.

### H. Classroom Guests

1. **Parents:** Parents are encouraged to visit the program and may participate as volunteers. With the exception of drop off and pick-up time, parents must check in with the director for a visitor name tag. Parents who want to participate on a regular basis will be required to complete background checks and care-giver training. If the effect of a parents' presence is detrimental to his or her child, or the class as a whole, teachers may ask for assistance from the director.
2. **Prospective Families:** Prospective families visiting the program will be given a guided tour of the building and be permitted to observe classroom activity. Personal guests of teachers should be avoided in order to maintain the integrity of the program.

**I. Snack**

The snack rotation menu will be posted and developed on a monthly basis. If a birthday treat or other snack is brought from home it may only be served during MDO hours if the snack was posted for parent notification at least 48 hours in advance. Otherwise, special treats will be sent home at the end of the day for parental discretion.

**J. Purchasing Supplies & Reimbursement**

Teachers are expected to plan ahead for supplies so that purchases can be made in advance of the daily activity. General supplies are available in the MDO storage closet. Teachers are responsible for notifying the director when materials are needed that are not available. Materials to be ordered should be requested in writing. If you prefer to purchase your own supplies, you must get director pre-approval and submit your receipt attached to a reimbursement request in order to be reimbursed. Because we are a tax-exempt organization, no reimbursements will be made for tax.

**K. Transportation**

Staff, using their own vehicle for approved MDO related travel, may be reimbursed at the IRS business rate per mile.

**L. Bad Weather/School Closings**

MDO follows the same bad weather closing policy as Hays CISD. We do not make up days for bad weather closings.

- 1. **Closure:** If HaysCISD is closed, so is MDO.
- 2. **Late Start:** If HaysCISD has a late start, our MDO will start 1 hour later unless otherwise notified.

**M. Extended Care**

Children who stay late or arrive early will pay extended care or late pick-up fees to MDO. All extended care must be arranged through the office. Non-staff children must pay extended care rates if they have arranged to come early or stay late on campus with any teacher who is on the clock. In the afternoons if any of your students are not picked up by the end of the program, please take them to the office.

**N. Non-Smoking Policy**

We do not discriminate between smokers and non-smokers when hiring; however, MDO is a non-smoking facility. If a teacher cannot make it through a whole workday without a cigarette, he/she should please indicate on the application half-day availability only. Also, due to children’s allergies, teachers should avoid coming to work smelling of smoke.

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Tear off and return

**First Baptist Church of Kyle Mother's Day Out and Christian Preschool Program Handbook Agreement Form**

I have read the FBC Kyle Mother's Day Out handbook and agree to abide by the program’s policies.

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Signature

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Printed Name

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Date