



# *Scribbles and Giggles*

WELCOME TO THE FAMILY

# *What does the jist of my day look like?*

6:00-8:00 Drop  
off/Centers

8:00-9:00  
Breakfast/Clean up

9:00-11:00 Curriculum  
(Math/Manipulatives,  
Science/Sensory,  
Circle Time, Story Time,  
Language, Art)

11:00-12:00  
Lunch/Clean up

12:00-12:30 Get ready  
for nap

12:30-2:30  
Naptime/Naptime  
Cleaning

2:30-3:30 Snack Time

3:30-5:00  
Recess/Centers

5:00-6:00  
Departure/Centers



# *Meal Times*

Before serving any meal:

Clean the table with Purell spray.

Wash all children's hands. If there is a sink in the room do it there, otherwise line your kiddos up, count them, take them to the bathroom to wash, count them again, and come back to the room to eat.

Have all children sit down at the table.

Wash your own hands and put food gloves on.

Once everyone has a plate, fork, spoon, and cup have each child serve themselves at least one item. The more the better! Think about it like the older they are the more they are capable of serving themselves.

Everyone must have a full serving of everything we are providing. They by no means have to eat it if they do not want it!

Sit with the children during mealtimes. Engage in conversation with them. You can bring up ANYTHING and they will talk your ear off about it!

On the clipboard mark who was there at the time of the meal served. Ex. For breakfast put an X on every kid who was there between 8:00-9:00 when that meal is served.

# *Meal Times Cont.*



After meals are over



Encourage all kids-no matter their age- to put their plate in the trash can, and cup and silverware in the dirty bucket. Trash cans must still have their lid on during this time.



If they can have them put their own chair away after it's been cleaned off.



Have them go to the sink and wash their hands.



Once everyone is done washing hands you can start having them brush their teeth at the sink one by one. You could also sit them back at the table after it is cleaned with Purell again and give them Dixie cups of water and brush all together. This works best when you do not have a sink in the classroom.



If you didn't catch it in #4, you will once again clean the table with Purell. Then vacuum the floor.

# *Diapering Procedures*

Clean diaper changing table with Purell. Spray on changing table, wait for 30 seconds, then wipe down.

Get out diapers, three wipes if child is wet, more if poopy, if diaper cream will be needed put a dab on a paper towel.

Pick up the child under arms, keep away from your body if poopy. Put them on changing table.

Undress the child.

Remove soiled diaper and put to the side.

Wipe the child from front to back one time per wipe.

Use two clean wipes, one to wipe your hands, the other to wipe the child's hands.

Throw all dirty items in diaper trash can.

Put clean diaper on the child.

Redress the child.

Wash the child's hands at the sink.

Spray Purell and clean again.

Wash your own hands.

DIAPERS SHOULD BE CHANGED EVERY HOUR AND A HALF. IF NEEDED THEY MUST BE CHANGED BEFORE THIS POINT.

# *Arrival/Departure*

These are two of the most important times to keep your kids busy and engaged. Parents are in the building more at these times. What they see and hear is what they assume is going on all day.

Show them what you've got!

You should have your day planned all the way through, even at the times you are not there, so that there is no room for crazy in your classroom.

Centers at the beginning and end of the day help reduce the madness.

Keeping three kids in each center and rotating every few minutes is ideal.

# *Classroom Schedules*

Every classroom has a schedule that needs to be followed to a T.



Kids thrive from knowing what is going to come next.



Each schedule has literally everything that we do in one day on it. There is math/manipulatives, science/sensory, circle time, story time, language/sign language, art, potty times/diaper changes, mealtimes, naptime, etc.



# *Following Curriculum*

There is curriculum handed out that needs to be posted every Monday morning for every classroom. There should be written details for everything during the week.

The curriculum needs to be followed every single day and match the time it is listed at on the schedule.

Have things planned for when curriculum doesn't last as long as you planned. The kids should be busy all day everyday.

Feeling exhausted at the end of each day means you had a successful day!

Please use your time during naptime to get curriculum activities ready for the next day.





# *Potty Times*

- On the classroom schedule potty times are listed. Each classroom is different as needs vary by age.
- It is important to not stray from potty times as the kids are used to going then.
- When taking kids potty if you need to bring activities with you or use the iPad during this time that is completely okay. We know this can be a hard time.
- Stating your expectations before leaving the room of everyone sitting on the wall when it is not their turn is crucial.
- Try your best to get everyone in and out of the bathroom as efficiently as possible and wash their hands so you can return to the classroom.
- When your classroom is done at the bathrooms please check that toilets are flushed, sinks are turned off and clean and that there is no trash or mess on the floors.

# *Boo-Boo/Biting Reports*



ANYTIME ANYTHING HAPPENS TO A CHILD IN OUR CARE IT NEEDS TO HAVE A REPORT MADE. FROM A SCRAPED KNEE TO A TRIP THAT CAUSES A LITTLE BUMP.



IF A CHILD HAPPENS TO BITE YOU WILL WRITE A BITING REPORT FOR THE CHILD WHO BIT AND A BOO-BOO REPORT FOR THE CHILD WHO GOT BIT. NEITHER OF THE REPORTS SHOULD HAVE THE NAME OF THE OTHER CHILD ON THEM.



FILL OUT ALL INFORMATION THE FORMS ASK FOR. REMEMBER TO DATE AND PUT THE NAME OF THE CHILD.



ENSURE THE PARENT RECEIVES THE COMMUNICATION OF THE BOO-BOO. IF YOU KNOW YOU WILL NOT BE THERE AT PICK UP TO TELL THEM YOURSELF, BE SURE TO RELAY THE INFORMATION TO THE PERSON WHO RELIEVES YOU FOR THE DAY. IT SHOULD ALSO BE POSTED THROUGH THE KID REPORTS APP UNDER INCIDENT REPORT.



# *Parent Communication*

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Scribbles and Giggles prides itself in the fact that we are so in it for our families. This starts and ends with parent communication.

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As a teacher you get to have the hard conversations, the fun ones, the YOU WILL NOT BELIEVE THIS ones, and so many more.

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There will be times you do need to have hard conversations. This is where our sandwich method comes into play. Meaning, give some good information about the child's day, bad information, and good information to end. This lets the parent leave not feeling bad about their child's misbehavior or whatever it was.

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If you are not someone who sees parents at drop off or pick up be sure you can relay information to your co-teachers so parents get everything they need. Utilize Kid Reports if this is your only way of getting to talk to them!

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We want every parent to be welcomed and said goodbye to at the end of the day. You are with their kids all day, tell them something EVERYDAY about each of their children.

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Relay when kids need items. Diapers, wipes, clothes, etc. We have please bring in sheets but also post it to Kid Reports.

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The better your communication with your children's parents are the easier you are making your daily life at work. You will love your job that much more after making those connections!

# *Naptime Expectations*



Nap mats should be put 2 feet apart.



Each child's bedding should be labeled and put in and taken from their own cubby without touching.



Have all children lay on their mat.



Start with the child you know is going to give you the hardest time going to sleep and pat or rub their back then move to the next.



Each center has naptime cleaning checklists. They must be 100% done everyday after the children are asleep.

# *Closing expectations*



EACH CENTER HAS THEIR OWN CLOSING CHECKLISTS. JUST LIKE NAPTIME THESE ARE TO BE COMPLETED 100% EVERYDAY.



IT IS YOUR RESPONSIBILITY TO START CLOSING THE CLASSROOM YOU ARE IN WITH ENOUGH TIME TO GET PRETTY MUCH FINISHED BEFORE IT CLOSES FOR THE DAY. THAT IS WHETHER IT'S THE LAST CLASSROOM CLOSED FOR THE DAY OR THE FIRST.



YOU CAN DO ALL CLEANING WITH THE KIDS IN THE ROOM ASIDE FROM SPRAYING THE DISINFECTANT SPRAY AND TAKING OUT THE TRASH.



IT IS YOUR GOAL TO HAVE IT ALL DONE EXCEPT THOSE TWO THINGS BY THE TIME YOU ARE TOLD TO CLOSE DOWN THAT ROOM.

# *Clocking in and out*



You are expected to be prepared for your day with all supplies needed before clocking in for the day. Use your judgement on how much time you need to give yourself before clocking in. If you think it will take you 20 minutes to be prepared and you are scheduled to clock in at 7:30, be at the center at 7:10. You may then clock in at 7:30.



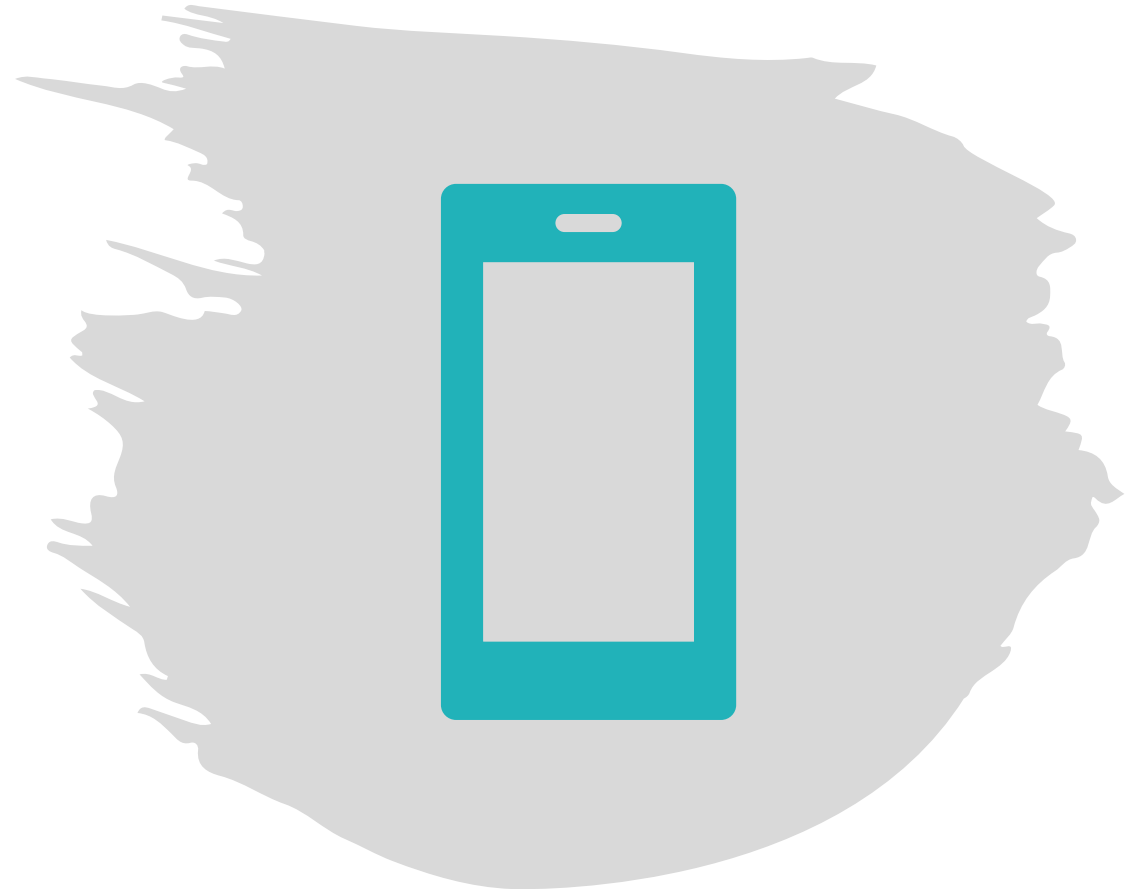
Clocking in must never happen more than 3 minutes before your scheduled time unless authorized by your Director as this really effects our labor hours.



You need to do your best to ensure break times stay on track. You should relay all information needed to the breaker or if you are the breaker gather all information needed about the kids, next activity, etc. In a timely manner. This effects the time of the person getting off at the end of the day from that breaker. Also, it is not the breakers job to give teachers bathroom breaks. Please do not ask them to stay in the room before going to the next break so you can go to the restroom. Call out to your floor assistant or director if you need to use the restroom.

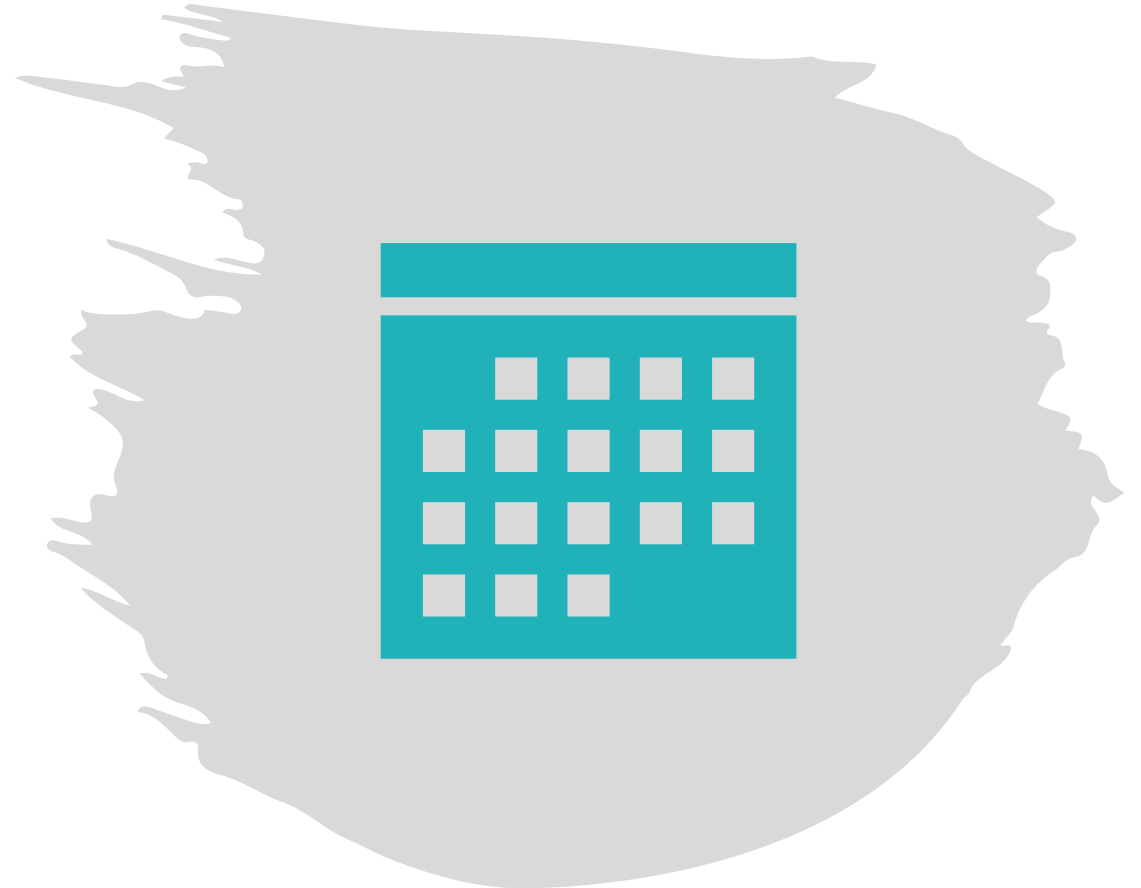
# *Cell phone policy*

- BEFORE clocking in you need to put your phone, and if you have a smart watch that is attached to your phone, in your designated phone pouch.
- We preach to parents their child's teacher is giving them their full attention and putting your phone away ensures that.
- You may get your phone after clocking out for your break.
- You may use your cell phone in your designated break area or outside of the building. Parents do not know whether you are on the clock or not, so we don't want them questioning that when they see you in the hallway with your phone.



# *Days off/Vacation Time*

- After one year with Scribbles and Giggles you get a week of vacation.
- If you need to request a day off, you need to submit a form to your Director with at least one week in advance. The more time the better!
- It is Scribbles and Giggles policy that if you are gone for any reason you must use a day of vacation. Whether you are sick or have that day approved this is the case.
- It vital for our kiddos to have consistency and we hope this helps ensure that.





# *iPad Usage*

iPads may  
only be  
used for:

Kid Reports

YouTube  
kids

Pinterest for  
art projects

# *Rosters*

On the rosters there are four columns.  
ATT, B, L, and S.

Anytime a child comes you should write  
the exact time they got there in the roster  
and check the ATT box.

At the time of service for meals is when  
you check the B, L, and S boxes. Whether  
the child ate or not, if they were here for  
our time for a meal you will mark the box.

When a child is leaving for the day you  
will write the exact time down.

If you go outside or leave the room for  
any reason the roster should go with you.

# *Discipline Policy*



Scribbles and Giggles has started a new focus of Conscious Discipline. You will be shown a whole different Powerpoint for that.



We praise positive behaviors versus reprimanding the bad ones. For example if you have kids running in the classroom, call out the ones who are walking or doing whatever task it is you asked. Such as "I really like how Sally is using her walking feet in the classroom, so she doesn't get hurt."



Redirecting is also how you are going to get results in the classroom. If you have two children getting in a fight over a toy, separate the children and give them both something else to do to distract them from what it was they were fighting over.

# *Behaviors*

- If you have tried what you can with our discipline policy don't be afraid of needing to call for extra help. That is what your floor assistant and Director is there for!
- If you need a minute to step out of the classroom, please just ask! We understand things can get stressful in the classroom and there is no shame in needing some time.



# *Allergies*



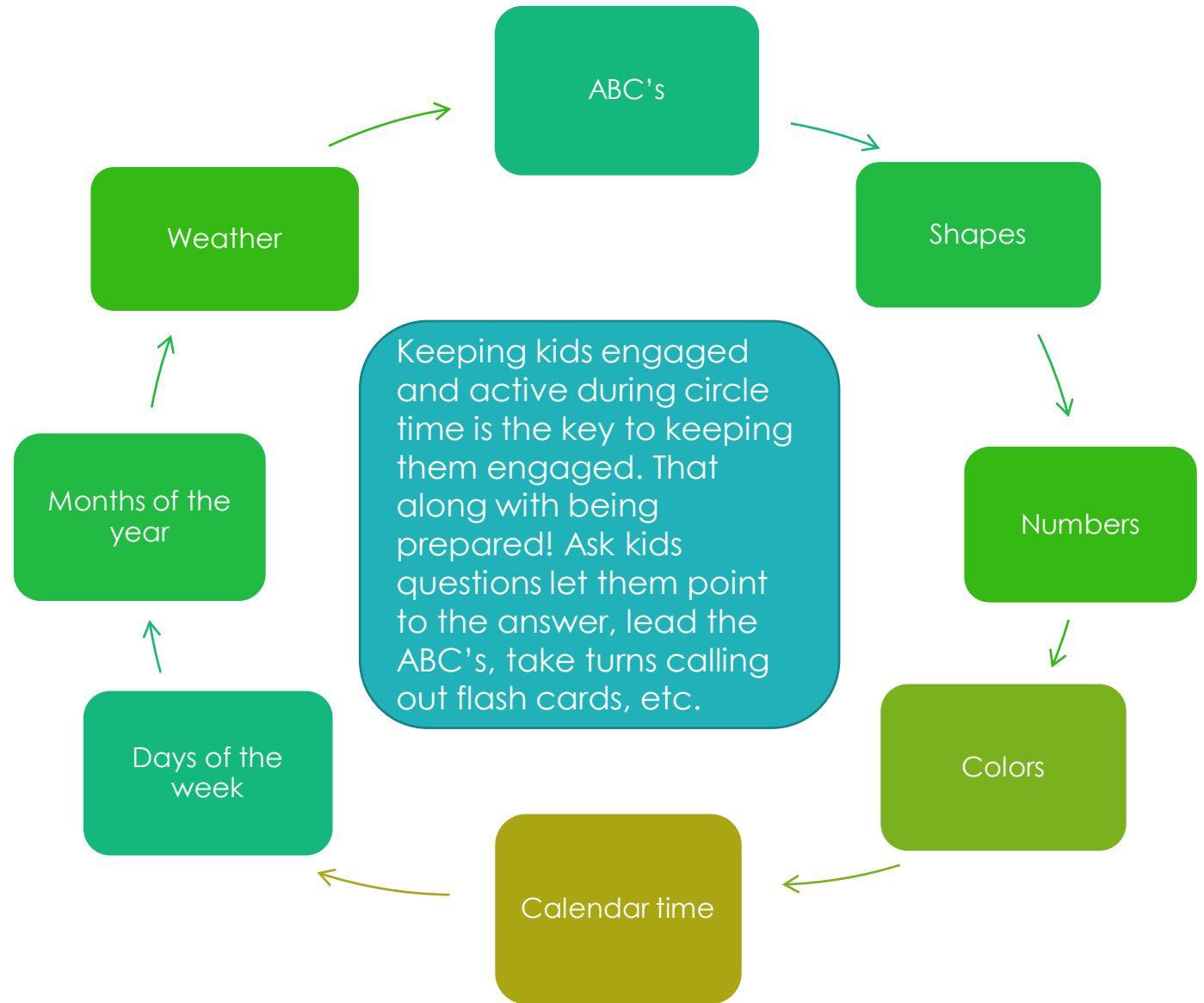
- Every center has different children with different allergies.
- Each classroom has an allergy list posted in it. Be sure you are familiar with ALL allergies as kids move from room to room and teachers move from room to room.
- If you are unsure of any allergy, ask your Director before proceeding with any meal.
- Being sure is so important as some kids have deathly allergies.
- If a child has a severe allergy an epi pen is located in the classroom. Be sure you are aware of where that is located.
- If a parent informs you of any dietary changes be sure to relay that information to your Director so you make sure they know and can change the allergy list.

# *Drills*



- We have one fire drill and one tornado drill per month.
- The drills can be held at anytime.
- Routes for both drills are posted in all classrooms. Be sure you make yourself aware of where to go the first time you get into each classroom.
- When a drill is called line your kids up, count them, grab your roster, grab your iPad, recount your kids, and head to your designated area.
- Once you get to where you need to be recount to make sure you have everyone and wait for your Director to come to you.
- When the drill is over get your kids back to your room, count them again, and resume your activity as normal.

# *Circle Time*



# *Transition Times*

Transition times happen when going from one activity to another. In between mealtimes, and potty times, etc.

Being high energy and upbeat especially during these times are going to make a world of a difference!

Singing songs, asking for helpers, playing the same pick up song, making it a game, etc. will help ease these times that can otherwise be stressful.



# *Quiz*

[HTTP://WWW.QUIZ-  
MAKER.COM/QBXN1JQ](http://www.quiz-maker.com/QBXN1JQ)