

Kiddie World policies and Procedures

- Only assigned classroom teachers may enter the baby room. No children or other staff are permitted.
- Everyone should focus on their own responsibilities.
- Maintain a drama-free environment. Do not discuss or comment negatively about children or parents
- Each class will have a scheduled 30-minute time slot for the playroom. Teachers must stay engaged and play with the children in the centers in the room. No exception.
- The back playground is for ages 3 and 4 only.
- The side playground is for younger children only.
- Ms. Sherrell (Director) will print worksheets for each classroom for the week
- Cleaning supplies and chemicals must always remain locked up
- All teachers and aids must follow the schedule that is posted
- Each child's cubbies must be always kept neat and tidy
- The sleeping mats must remain on the cots everyday
- All sleeping Mats must be folded and given to parents at the end of each week for cleaning
- No child should be left unattended at any time (no exceptions)
- Each cubie and seat must always have the Childs name on them
- Always Keep eyes on children (Safety first)
- Personal Phones should be used for emergency calls only (No exceptions)
- NO kids are allowed in the kitchen (No Exceptions)
- Kitchen must always remain clean (Clean up behind yourself)
- Kitchen door must remain locked and always closed (bottom must remain locked)
- *If you need a regular workday off (Monday – Friday) notify us ASAP no less than one week in advance (we will need to cover your shift)*
- Any requested day(s) off during the Monday–Friday work week will be an unpaid day. You will be paid for scheduled holidays.
- No discussions about politics or religion
- We have implemented a corrective action policy, this policy will be a 3-strike rule
- Some policies or procedures violations may result in an automatic termination
 - 1st strike verbal, to allow you to correct the issue (will be documented)
 - 2nd strike written warning
 - 3rd Termination

Print Full Name: _____ Signature: _____ Date: _____