

Certainly! Below is a framework for your **Tiny Scholars LLC Teacher Handbook**. This includes sections on your daycare's mission, policies, and expectations for teachers. It can be customized further based on your specific needs.

Tiny Scholars LLC Teacher Handbook

Welcome to Tiny Scholars LLC

Welcome to Tiny Scholars LLC! We are thrilled to have you as part of our team, where we believe in creating a nurturing, safe, and enriching environment for children to learn and grow. Our mission is to provide high-quality early childhood education, where each child is celebrated as an individual.

- **Director's Name:** Ashly Wright
 - **Daycare Name:** Tiny Scholars LLC
 - **Contact Information:** director@tinyscholarsllc.com/ 904-589-4997
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Our Mission Statement

At Tiny Scholars LLC, we are dedicated to fostering the intellectual, social, and emotional development of young children through a well-rounded curriculum that integrates play-based learning with academic exploration. Our goal is to create a loving, inclusive environment where every child can thrive.

Core Values

- **Respect:** We respect each child's individual needs and work to meet them with care and attention.
 - **Creativity:** We foster creativity and imagination through hands-on learning experiences.
 - **Partnership:** We collaborate with families to ensure that children's development is supported at school and at home.
 - **Growth:** We believe that every child has the potential to grow and succeed in their own unique way.
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Teacher Expectations

As a teacher at Tiny Scholars LLC, you play an essential role in shaping the future of the children in your care. We expect you to maintain the following standards:

Professional Conduct

- **Punctuality:** Arrive on time for your shift to ensure the children's routines are maintained.

- **Dress Code:** Wear comfortable, professional attire appropriate for working with young children.
- **Positive Attitude:** Maintain a positive, patient, and encouraging attitude with children, parents, and colleagues.
- **Communication:** Communicate regularly with parents and staff regarding the progress and well-being of the children.

Child Interaction

- **Respectful Care:** Treat each child with respect and understanding.
 - **Classroom Management:** Establish and enforce clear expectations for behavior.
 - **Safety:** Always ensure the safety and well-being of the children, including monitoring children during transitions, outdoor play, and nap time.
 - **Development:** Encourage each child's development through play, creative activities, and learning experiences.
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Daily Routine

Morning Arrival

- **Greeting:** Greet each child and their family warmly.
- **Health Check:** Ensure that children have no visible signs of illness, and check for necessary items (e.g., backpacks, lunches).

Activity Blocks

- Activities are designed to promote cognitive, emotional, and physical development, such as:
 - Storytime
 - Arts and crafts
 - Sensory play
 - Learning games (e.g., puzzles, matching games)

Mealtimes

- **Meal Supervision:** Ensure children wash hands before meals. Monitor children during meals and assist as needed.
- **Dietary Restrictions:** Be aware of children's dietary restrictions or allergies and follow the meal plan carefully.

Nap Time

- **Nap Supervision:** Ensure children rest comfortably and safely.
- **Quiet Time:** For children who do not sleep, provide quiet activities (e.g., books, puzzles).

End of Day

- **Parent Pick-Up:** Ensure children are picked up by authorized adults.
 - **Communication:** Provide a daily update to parents on their child's activities and any concerns.
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Health and Safety Policies

Emergency Procedures

- **Fire Drills:** Practice fire drills regularly. Ensure all exits are clearly marked.
- **First Aid:** All teachers must be CPR and First Aid certified. Keep a first aid kit readily available in the classroom.
- **Accidents:** Report any accidents or injuries immediately to the director.

Illness Policy

- Children and staff who are sick should stay home to prevent the spread of illness.
- If a child shows symptoms of illness during the day, they will be isolated from other children, and parents will be contacted to pick them up.

Cleaning and Sanitation

- Teachers are responsible for maintaining clean classrooms and common areas. Sanitize toys and surfaces regularly, especially during cold and flu season.
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Curriculum and Development

Age-Appropriate Activities

Tiny Scholars LLC follows a developmentally appropriate curriculum, focusing on:

- Cognitive development (problem-solving, language skills)
- Social and emotional growth (sharing, conflict resolution)
- Physical development (fine and gross motor skills)

Weekly Themes

Each week, a new theme will be introduced, with activities designed around that theme. Example themes include "Animals Around Us," "Space Exploration," and "Seasons."

Individual Learning Plans

Teachers are responsible for tracking each child's progress and supporting them in areas where they may need extra attention.

Teacher Professional Development

Training and Continuing Education

- Teachers are encouraged to participate in ongoing professional development and early childhood education workshops.
- Tiny Scholars LLC provides annual training on topics such as child development, classroom management, and new educational techniques.

Performance Reviews

Performance reviews will be conducted annually, where you can receive feedback and set goals for professional growth.

Policies on Time Off

- **Sick Days:** Non-Paid Sick leave must be reported to the director as early as possible.
 - **Vacation Days:** Requests for time off should be submitted at least 3 weeks in advance.
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Conclusion

Thank you for being a part of the Tiny Scholars LLC family! We are excited about the work we do together to provide a nurturing environment for our children. Should you have any questions, please feel free to reach out to Ms Ashly.
