

## **STAFF HANDBOOK**

### **Behaviour Management Policy**

We believe that children and adults flourish best in an ordered environment in which everyone knows what is expected of them and children are free to develop their play and learning. We aim to work towards a situation in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

### **Permitted Practices**

Our permitted practices consist from following steps:

1. If child misbehaves (spitting, biting, kicking etc.), the teacher will explain the child that this type of behaviour is inappropriate.
2. If child continues to show inappropriate behaviour then he/she will lose a privilege for a short time and will be re-directed to a different area in the room to calm down.
3. After a short period of time, the teacher will discuss with the child his/her inappropriate activity, in seeing what was wrong and will work towards a better pattern.
4. The child will return to group, play or session.

Staff use always positive approach to eliminate inappropriate behaviour and is expected to use the following practices:

1. Make simple, consistent and reasonable rules, once stated to be followed through. Do not make too many rules.
2. Be patient .
3. Give the child time to comply.
4. Offer the child choices, when child needs to make a decision.
5. Behavior management strategies should respect individual children's level of understanding and maturity.
6. The unacceptability of the behavior will be made clear immediately, but by means of explanations rather than personal blame.

7. It will always be made clear to the child in question that it is the behaviour and not the child that is unwelcome.

8. Staff may implement the various strategies, depending on situations and individual children:

- to mediate the dispute to help children solve their problem
- to encourage children to settle their own disputes.
- to explain why a particular behaviour is inappropriate
- to offer child the choices of alternative solutions
- selective ignoring of low level misbehaviour
  - distractions (preventing potential disruptions from escalating)
- to redirect the child to another activity
- to remove a child from a critical situation
- to give a hug / to hold child's hand
- encourage children to talk about their feelings

Staff will discuss and explain the problem to the child and instruct the child to think about the reason for the discipline method. Used discipline methods should be friendly, fair and flexible. Staff will be aware that some kind of behaviour may arise from a child's special needs.

Teachers, students and volunteers will make themselves aware of, and respect a range of cultural expectations/differences that may lead to different behaviour.

### **Prohibited Practices**

Teacher, student or volunteer will be immediately suspended if:

1. Deliberately expose the child to a serious danger.
2. Applies corporal punishment of a child.
3. Use harsh or degrading measures including, but not limited to physical and/or verbal treatment/measures, that would humiliate a child or undermine a child's self respect.
4. Deprives child of basic needs including food, shelter, clothing, or bedding.
5. Uses a locked or lockable room or structure to confine a child who has been withdrawn from the other children.
6. Presents the false information regarding his/her qualifications or experience.

7. Steals or deliberately damages the property of the centre, or the property of others.

Staff will not:

- shout at children
- make statements or threats not willing to follow through
- allow child to lash out either physically or emotionally against another child

Exits are not locked nor permitted to be locked for the purpose of confining a child.

### **Contravention of the policies**

Teacher, student or volunteer who disregards the respective policy of the centre will be subject to discipline measures of the Principal. Failure to comply could result as follows:

1. The first verbal or written warning issued by the Principal.
2. The second verbal or written warning issued by the Principal.
3. Dismissal of teacher, student or volunteer.

The Principal will consider the following criteria to determine which discipline measure to be taken:

1. Seriousness of the offence.
2. Actual and/or potential risk to harm the child.
3. Frequency of occurrence.
4. Past performance of the employee.
5. Previous discipline measures taken.

Physical punishment is strictly prohibited and will result in immediate dismissal.

### **Monitoring Behaviour Management Policies**

1. Staff, students and volunteers will review Behaviour Management Policies as described below.
2. Teachers, students and volunteers will be explained the Behaviour Management Policies and any aroused questions will be thoroughly discussed and clarified to ensure the full understanding of the policies.

3. The Principal will observe each teacher at least two times per year and consequently complete staff performance evaluation. This evaluation will include information regarding behaviour management practices.
4. Volunteers and students working in the centre will be monitored by staff every time.
5. The Principal will act upon any concerns/complaints concerning behaviour management practices. Occurred unusual disciplinary problems will be discussed at staff meetings and /or with parents.
6. Any concerns regarding a child's behaviour will be discussed with the parents/guardians in an effort to help the child and the family. Parents/guardians are welcome to raise any concerns with members of staff.

### **Health assessments and immunization of staff**

Each person employed in our centre has to have a health assessment and immunization as recommended by the local medical officer of health.

Immunization request does not apply where the person objects to the immunization on the ground that the immunization conflicts with the sincerely held convictions of the person based on the person's religion or conscience or a legally qualified medical practitioner gives medical reasons to the licensee as to why the person should not be immunized.

Objections and medical reasons shall be submitted in a form approved by the Minister.

### **Assistant's Responsibilities**

- The Assistants should be helpful to the children and to the teacher.
- The Assistants will try to arrange medical appointment outside the school hours or during the holidays.
- Any staff member, delayed in arrival, is to report this to office by the phone, before leaving the house.
- Our school has no uniform policy, but we expect all the teachers and the Assistant to come to school wearing nice and clean clothes. Jeans are not allowed. You are example to children.

- The Assistants are expected to keep communication with the teachers and plan the responsibilities in the classroom with the teacher; also try to make and keep atmosphere in the classroom and school nice and calm.
- The Assistants are expecting to help keep classroom clean and neat and care of the classroom environment and material.
- No abuse of the material and furniture by the children and teachers are allowed, no missing pieces of the material are tolerated. Check the shelves every day if anything is missing. If there is a part missing or if the material is damaged, please find it or tell to the teacher and replace it or fix it right away.
- The Assistants are expected to be a role model of courtesy at all the time. Shouting or using strong a voice in the classroom and in the school is not permitted. Use a lower voice and expect the same from the children.
- All garbage must be placed in the container every day. Floor to stay clean all the time; tables to be wiped daily; shelves and material to be kept clean and ready for each day; fill up practical life activities as trays and jags with the proper material for every day.
- Washroom to be kept clean and dry and not smelly. Toilets to be checked as well as soap and paper towels. Fill up if anything is missing.
- Help children in the washroom all the time, change pull ups, keep the manners and teach children how to behave in the washroom and in the hallway. Keep a calm voice all the time.
- Kitchen stays clean all the time. No wet floor or wet counter. Check the fridge and keep it clean and fresh.

- Hallway to stay clean and tidy all the time. Teach children to put shoes and coats in their cabbies. Keep the children cabbies clean; clean if it is necessary.
- The Assistant and teachers are not allowed to sit at the playground. They should stand and have a good view of all the children. Keep children playing nicely and safely. No abuse of toys is allowed. Check playground every day before you go out with children and fill in respective form.
- Outdoor toys to stay clean. Keep children busy at the playground. Make outdoor activities attractive to children.
- Children have to go home happy, clean and dry. Wet diapers, dirty tops and faces must be cleaned and dried.
- The Assistant is to execute any other instructions considered necessary for smooth running of school.
- Make parents and children happy and ready to come to school every day with smile on their faces.

### **Teacher's responsibilities**

- Teacher should advice the Principal of the dates of religious holidays they will be absent on. Staff members may be required to produce medical certificates, if they are sick or absent for two days or more.
- Please try to arrange medical appointment outside of school hours or during holidays.
- Any staff member leaves weekly or daily plan in office for the supply teacher.
- Any staff member, delayed in arrival, is to report this to office by the phone, before leaving the house.

- Log book to be kept in the classroom

There should be included in it:

- All staff's social activities
  - Notes between staff members
  - Notes from administration
  - Weather, total number of children, present number of children, absent / sick children, comments
- Staff members are to be dressed in professional manners. We have no uniform policy, but jeans and a big open neck line are not appropriate
- Planning:
    - teachers are expected to submit a monthly plan of chosen topics
    - a weekly development program for each child must be planned
    - monthly monitoring of the child progress must be finished and presented to principal at the end of each two months
    - parents must be notified about the current theme in the classroom
    - monthly plan must be submitted before September 4<sup>th</sup>, 2007
- Teacher responsibilities are to prepare the plan for her assistant as well as all expectations during the whole year
- Teachers are to greet visitors in the hallway and in the classroom and should give opportunity to child to welcome visitors in the classroom as well
- Teachers are expected to be a role model with appropriate behavior all the time.

- Use a quiet voice in the school all the time. Children are to be taught, that it is inappropriate to walk between two people engaged in conversation as well as interrupt a conversation without asking and receiving permission to do so
- Teachers are expected to be a role model for oneself, to show respect for others and for environment. They are also expected to be a role model of courtesy all the times. Shouting in the classroom is not permitted. Teachers have to use low voices and expect the same from the children.
- Teachers are expected to keep classroom clean and neat and teach children to care for the classroom environment.
- All material is treated with respect as well as an outdoor toys and furniture
- Educational material is not a toy. It must be presented in neat and orderly fashion. Material to be checked every day and kept clean, complete, without missing or broken parts. If some parts are missing or are broken, the teachers are expected to fix it right away or find the missing material. All activities on shelves must be always complete and ready for the child every day.
- Dust the shelves weekly and wash them monthly.
- Teachers are expected to make the chore chart for children to clean the classroom every day.
- All garbage must be placed in the container, floor to stay clean and neat every day (no stains or sticky floor or carpet).
- Tables to be wiped daily.

- The teachers are responsible for the bulletin board and door decoration, which to be changed monthly. All special events, celebration must be visible for the parents. It is important for parents to know what their children are doing in the school.
- The hallway and cabbies to be kept clean and neat. Teach children to put their coats and shoes in their cabbies all the time.
- Keep the cabbies clean; clean them if it is necessary (monthly), especially in the winter or during rainy time.
- All children have to go home clean and dry, without wet diapers or shirts and happy to come to the school for another day.

### **The Ground Rules in the Montessori Environment**

#### Freedom with Responsibility:

1. The environment is designed for and belongs to the child – The children restore the environment during and after an exercise. They are responsible for mopping up spill, rolling their own rugs, placing their chairs under the table and returning the work to the appropriate spot on the shelving.
2. The child is free to use any apparatus in the room with which the child is familiar through demonstration - The child must use the equipment with respect, without harming it, himself or his classmates. Children may not use material in a way that would distract other workers.
3. The child may work on the table or on the rug, whichever is suitable to the work chosen - Children may not work on display shelves, as their presence there would obstruct the other children's access to the materials.
4. The child has the right to work undisturbed and undistracted by others. He may initiate, repeat and complete an exercise alone without a break in his concentration cycle – Children may not touch the work of others unless invited by them to do so. No child is allowed to interfere with another's learning cycle. This provides security for the involved child to work undistracted until completion. If a child must leave his work temporarily, he can continue later, confident that he will find his work as he left it.
5. The child has the freedom to move about the room as his needs dictate in the above rights – The children should move about calmly, quietly, so as not

to disturb the activity or privacy of any other children or the group as a whole. Running, jumping, or shouting disturb others.

6. The child has the freedom as a social being to talk with others in the course of his activity – The child should speak kindly, quietly and privately, respecting another's right to work without being disturbed.
7. The child has a right to work alone – Children are not forced to share work. Generosity develops from within as a child matures and has security and ego strength. In a sense, children share all the material in the environment because when the materials are returned to the shelves, they are then available for another child.
8. The child may work with another or in a small group where there is a mutual agreement or an invitation to join – The children must respect each other and all others as with any individual activity in the pursuit of the common project, in no way interfering with or disturbing the work of others.
9. The child has a right occasionally to "do nothing"- Children learn in many ways while observing others, relaxing, wandering, etc. A child's idleness is respected as long as it does not distract other children from their work in any way.
10. The child has right not to join a group activity. He may continue working with individual exercise or he may stand apart as an observer of group activities without becoming an active participant – Children may not interfere or disrupt an activity they have chosen not to join, nor may they join and leave freely once they have made the choice, this is their responsibility to the group

### **Ten Commandments of Interaction with children**

1. Teacher shall not speak to a child from across the room.
2. Teacher shall get down on the child's eye-level and use child's name.
3. Teacher shall accept, help, identify and validate children's feelings.
4. Teacher shall teach and encourage children to use problem-solving.

5. Teacher shall be aware of tone of voice and speak to children respectfully, always mindful of their self-esteem.
6. Teacher shall ask open-ended questions to encourage thinking skills.
7. Teacher shall greet children warmly when they arrive, and continue to make them feel welcome and accepted throughout the day.
8. Teacher shall state things in a positive way; telling children what they can do, and not what they cannot do.
9. Teacher shall serve as a positive role model.
10. Teacher shall remember to use positive reinforcement- including appropriate affection

## AM ASSISTANT DUTIES

(the same applies for assistant who is here longer or who is a new here)

<b>9:00</b>	Prepare snack, fruit and drink Help washing children's hands, if they are dirty with paint or glue.
<b>9:30</b>	Put snacks, fruit and drinks on tables. If teacher is still working on a paint or collage project, leave that table with the teacher and focus on others.
<b>9:45 to 10:00</b>	Change diapers and potty-train first the child who finished snack, and so on.
<b>10:00 to 10:10</b>	Wash or rinse (juice) cups and get cups and bottles (with milk) ready for lunch; put it in our fridge.
<b>10:10 to 10:15</b>	Help changing shoes, if we go outside or to the gym, depending on what kind of indoor shoes. NO "LIGHT" sandals to the gym, because it is not safe. If it is raining, get only 2 (TWO) children to BRING TOYS to the gym, but <u>do not</u> say it out loud. Usually, some children cry, because they want to go as well.
<b>11:00</b>	Circle time. Sit with children for 15 minutes, then go and get lunch ready.
<b>11:15</b>	Lunch in bowls or plates (depending on what kind of food). Cut up fruits and get cups with milk out of fridge.
<b>11:30</b>	Lunch is ready – fruits and cups on tables.
<b>11:35 to 12:00</b>	Put beds out. Wash all tables as soon as it is done with the lunch.
<b>11:55</b>	Children going home are ready waiting for parents in the hallway.

<b>12:00 to 1:00</b>	Wash cups and bottles, leave them ready for afternoon.
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