Addendum to Parent Handbook

**Policy and Procedures to Ensure Care by Consistent Staff**

When the Center opens at 7:00 am, Mrs. Brenda Hill, Ms. Mary Reed, Mrs. Katherine Shiflett and Mrs. Gail Gathright will be on site to receive preschool children in the “Big Activity Room.” At 8:00, Miss Taylor Stickle or Miss Andi Whitehead will come in to assist.

8:00 - Mrs. Tara Turner will take the Bees to their classroom.

 Miss Connor Pedigo will take the Fish to their classroom.

 Mrs. Geri Gatling will take the Bunnies to their classroom.

 Miss Mary Reed will take the Lambs to their classroom.

 Miss Taylor Stickle/Andi Whitehead will stay with the Turtles in the big room until Mrs. Ashley Taylor comes in at 8:30. After toileting the children, Mrs. Ashley will take the Turtles to their classroom.

\*\*Note: On nice weather mornings children will go to the playground until 8:45 when they come in for restrooms and snack.

8:30 – Mrs. Ana Melendez will assist the Lamb class.

9:00 – Ms. Jessica Leber will go to the Turtle class to assist Mrs. Ashley.

 Miss Madison Miller will to the Bee class to assist Mrs. Tara.

 Miss Kayla Hunter will go to the Fish class to assist Miss Connor.

 Miss Andi Whitehead will go to the Bunny class to assist Mrs. Geri.

 Miss Taylor Stickle will sub in where needed.

 Ms. Elaine Cliborne will fill in where needed.

10:00 - Miss Kasey Stone replaces Mrs. Ana in the Lamb class.

Center Time will be from 10:00 to 10:40 am. Children will be allowed to go to any Center staffed by a lead teacher, maintaining proper ratios according to age of children.

10:40 – Children will go outside with their class to the proper playground.

11:30 – All children will come in for Group Circle Time and sit with their Teachers in the “Big Room.”

12:00 – All children will have lunch with their teacher in the lunch rooms.

12:30 - Children will have bathroom time and get ready for nap.

1:00 – Children will nap in their designated space.

3:00 – Children will have bathroom time and go to their classrooms for snack.

In the PM after nap:

 Miss Jessica L. will have the Bees.

 Miss Geri will have the Bunnies.

 Miss Connor & Miss Mary will have the Fish.

 Miss Ashley will have the Turtles.

 Miss. Kasey/Miss Amy will have the Lambs.

Aides Connor Hill and Alex Johnson will assist where needed.

4:00 – Children will go outside or have Center Time inside. If inside, at least 3 classrooms will be open with supervisors in charge of each room assisted by afternoon aides. Mrs. Terry Stone will be the afternoon supervisor in charge.

5:00 – 5:45 – Mrs. Terry will decide which staff members will supervise children while afternoon jobs are accomplished, maintaining proper ratios at all times.

In each classroom, the lead teacher will be constant until she leaves in the afternoon. When that happens, the assistant teacher and an aide will be in charge of each classroom.