



Giggles & Smiles Pre-K

STAFF HANDBOOK

2024-2025

Giggles & Smiles Learning Center Phone: 229-380-0406

Giggles & Smiles Learning Center Fax: 229-944-4010

Email

Ms. Bayonne Williams, Project Director, gsmileslearning@gmail.com

Ms. Charity Williams, Site Director, cwgsileslearning@gmail.com

Staff Handbook

Giggles & Smiles Learning Center Policy

Staff members are expected to be knowledgeable of the policies of the Giggles & Smiles Learning Center. If any staff member has a question about a certain policy, see the Project and/or Site Director. A copy of the Staff Handbook is located in the classroom and at the front desk.

Afterschool Program

Giggles & Smiles Learning Center provides a child care program for students whose parents need this service after school. The program strives to provide the children with good learning experiences, social exchange, recreation activities, rest, and refreshment. Parents must sign their child up for the program. Please call the Center Director at 380-0406 if you have any questions.

Breakfast and Lunch Routine

Breakfast will be delivered to the classroom each morning. Lunch will also be delivered to the classroom. Students will eat in their classrooms.

Students will be able to bring their lunch. It cannot require the microwave or refrigeration. They must still receive a plate from the kitchen.

Please ask the Center's Cook to help you if you need an item from the kitchen.

Care of Classrooms

Please remember that proper care of the center, center grounds, and classroom is everyone's responsibility. **Adults must set a good example and take the lead to create the proper atmosphere to ensure that the classroom is kept neat and attractive. This is a large part of a teacher's duties.** Cleanliness of the room will be closely monitored. Be sure your desk, shelves, etc. are clean and organized. Be sure the walls and floor stay as clean as possible. Clean any spills that may occur. Store any food in airtight containers. This will help us control pests. Do not use hot glue on the hallway walls. Be sure students are very careful with paint. Check behind students when they dispose of paint. Each student must learn to keep his work area neat and orderly. Be sure student tables are left clean and straightened each day. Setting this expectation early in the year will help students to develop the positive habit of being responsible for themselves and their belongings.

The final few minutes of each day should be devoted to cleaning out desks, straightening work areas of the room, cleaning the board, and cleaning desktops. Pencil sharpeners should be emptied each afternoon. This will help prevent spills that stain the floor. Keep a trash can under the pencil sharpeners at all times. Trash cans will need to be emptied at the end of the day. Computers, carts, and all A.V. equipment must be cleaned thoroughly during pre-planning and then on a monthly basis.

***Do not cover the glass in the door or the fire escape window.**

Small appliances are not permitted in the classroom.

Do not leave money or other valuables in your classroom. The center is not responsible for valuables that are lost or stolen.

Cell Phones

Cell phones may not be used for personal business during the instructional day (including planning time) or during staff meetings UNLESS you are addressing Procure business. A telephone is placed for staff members in each room to use during planning time if needed.

Children of Staff Members

As a professional courtesy, children of employees in the Giggles & Smiles Learning Center will be considered priority for enrollment in the Pre-K program. In the mornings, staff members' children must wait with them until 7:50 AM. At 7:50 AM, they need to go directly to their classroom. They are not allowed to remain with their parents after 7:50 AM. Children are not allowed to attend faculty meetings, leadership meetings, pre/post planning days, team meetings, seminars, or workshops. If children do not go home at dismissal time, they are to report to their assigned room at the center. They should not disturb adults who are making plans for the next day or having meetings. Staff members should make child care plans for early release days, meeting days, and staff development/workdays.

Classroom Management Plan

The Lead teacher will need to submit a plan to the Site Director by Friday, August 30th. Please list your classroom rules and the procedures you will follow for consequences.

Code of Ethics

It is each staff member's duty and responsibility to report to the Site Director any action observed that is unethical or unprofessional. Failure to report any incident is a violation of the Code of Ethics for Georgia Educators. The Code of Ethics will be reviewed with all faculty/staff members at the beginning of the year. A copy of the Code of Ethics is located in the classroom.

Collecting Money from Students

Money collected from students for any reason must be kept in a ziploc bag and labeled. Money bags must be sent to the office. No money can be collected from students without approval from the Project Director.

A label must include:

1. Date
2. Student's names who turned in money
3. Reason for money (Book, insurance, etc.)
4. Amount of money
5. Teacher's initials at the bottom

Communicating with Parents/Community

In an effort to maintain positive public relations, all correspondence needs to be of a professional nature. Site Director must approve all correspondence concerning individuals, family meetings, field trips, parties, etc. Any communication you receive that is a concern to you should be shared with the Project and/or Site Director.

Copying of Instructional Materials

The curriculum will not call for many materials to be duplicated. Lead and Assistant Teachers can send materials to be copied. Teachers must be careful about the number and type of copies requested. Project and Site Director will monitor all materials to be sure they are necessary, instructional in nature, and meet copyright guidelines. Careful planning by teachers will ensure that materials are duplicated in ample time. Please do not expect materials immediately. Do not ask administrators to stop what they are doing and duplicate materials for you. You must plan ahead. Check materials when you receive them to be sure you have adequate copies.

Remember: **Copiers, laminators, computers, and printers MAY NOT be used for personal use.** Do not send students to the front to have copies duplicated. They will be sent back to their classrooms.

Discipline

Discipline is the responsibility of the classroom teacher. Classroom management skills should be utilized to keep misbehavior at a minimum. Notes should be utilized for minor offenses prior to including administrators in the behavior management except for major offenses. Parent contacts should be made before problems begin to arise. Procure should be a tool used with fidelity to communicate with parents. Teachers should not expect the Project and/or Site Director to do their disciplining for them.

The following procedures are prohibited:

1. Students are not to be made to do repetitive writing or asked to copy from a book.
2. Students are not to be placed outside the classroom in the hall.
3. Teachers are not to physically abuse students in order to change their behavior. "Physical abuse" means that students are not to be jerked around, pinched, hit with a ruler or other objects, thumped, or gouged with fingernails. Refrain from any appearance of physical intervention for behavior.
4. Yelling at students to embarrass them is totally unacceptable. On occasion, a stern voice may be helpful.
5. A teacher may not withhold privileges from activities such as Field Day-Fun Day, etc. unless prior approval is obtained from the Project and/or Site Director and the parents have been notified well in advance.

You will need to do the following:

1. Post the rules in your classroom. Review the rules daily, if necessary. Be sure to consistently enforce the rules. Be sure rules are stated in a positive manner.
2. Be positive and caring. A child who feels good about him/herself rarely causes problems.
3. Involve your parents. Let them know when you have a problem and ask for their help. The parents should be contacted before the problem is referred to the Project and/or Site Director.

4. Set up a calm down area in your room. It should not be in a location where the teacher cannot maintain visual contact with the child. Calming area should be limited to no longer than 10 to 15 minutes.
5. A child may not be placed in another classroom as a possible means of control.
6. Please do not send the child to the Project and/or Site Director unless it is a serious offense.

You MUST provide sufficient calming activities for students assigned to the calm down area. After sufficient attempts have been made, teachers will contact parents for a conference on the phone or in person.

STUDENTS MUST NOT INTERFERE WITH ANOTHER STUDENT'S RIGHT TO LEARN OR A TEACHER'S RIGHT TO TEACH.

Giggles & Smiles Learning Center prohibits the following behaviors:

1. Violence or threats of violence on the part of students against staff
2. Violence or threats of violence on the part of students against students
3. Threats, intimidation, or other "bullying" tactics
4. Disruption of the school day
5. Disruption in the classroom
6. The possession of a weapon in the center or on the center grounds

Please Note

Students may not be denied outside time as a form of discipline. You MUST follow your own discipline plan. You should contact parents on a regular basis through emails, phone calls, and/or documentation. Keep records and log on the Parent Contact Log.

See the Project and/or Site Director if you are having extreme difficulty with a child.

Dress Code

All staff members are required to dress professionally. Staff members should set a good example for students. You will be sent home if an administrator deems your attire as inappropriate and unprofessional. The faculty and staff will be able to wear jeans with a shirt of choice on Fridays. You are expected to follow the dress code as outlined below.

The following clothing items are prohibited:

Shower Shoes
Flip Flops (Be careful of flip flops disguised as sandals)
Thin blouses
Low cut tops
Sleeveless tops
Slogan writings or insignias (i.e. sports, religious, political statement)
Clothing that is too tight
Leggings must be worn as hosiery – not pants
Dresses/skirts/shorts should be near the knees

Duty/Supervision

All Giggles & Smiles Pre-K staff members will provide overall supervision for the parking lots. Duty posts will be assigned. All staff members must be on time for assigned duty each day. All staff members are responsible for ensuring that students are on task and well behaved. Active supervision of students is a part of a teacher's responsibility. Please note, employee's arrival time is 7:35 AM and dismissal time is 2:55 PM unless other assignments have been provided for you by administrators. Failure to properly supervise will result in written documentation, which will become part of the employee's file.

Emergency Preparedness Plan

Giggles & Smiles Pre-K staff members strive to make the school safe. There is an emergency preparedness plan on file. The plan will be discussed in depth during faculty meetings. A plan for a bomb threat, gas leak, or an electrical outage will also be discussed.

Fire/Tornado Drills

There will be a minimum of one fire drill per month. A tornado drill will be held during the tornado season. Each teacher will be given a copy of the Exit Plan for evacuation. This copy must be posted by your door. Practice leaving the building in a quiet, orderly line. Spend time with students discussing these drills and the reason for conducting them. A copy of the evacuation plan is also at the front desk. Every alarm must be considered REAL and the building must be evacuated. No hesitation. No questions. Count your students. Present your red or green dot (The green dot indicates that you have all your students and the red dot signifies you are missing a student. In your Substitute Teacher Book, note to the substitute teacher where the roster is located. Caution students about touching fire alarms. Discuss when it is appropriate to pull a fire alarm, etc.

Fire Drill

A. Alarm System/Signal: The school is equipped with a fire alarm system. The alarm signal is in the form of a short horn blast.

B. Alternate Signal: The alternate signal for fire is an announcement to evacuate the building.

C. Clear Signal: The clear signal is a verbal announcement to re-enter the building.

D. Fire Extinguishers: Fire extinguishers are located in visible places. Fire pulls are also strategically located in visible places.

E. Evacuation Plans: Evacuation plans are posted in each classroom. Each teacher has a copy of the plan/instructions. Additionally, this information is available in the substitute handbook, which is kept on the teacher's desk.

NOTE: All teachers should designate students responsible for:

1. Leading the lines
2. Assisting handicapped students
3. Closing the classroom door

F. Fire Drills/Evaluation: Fire drills are conducted on a regular basis and are evaluated according to specified guidelines.

It is the teacher's responsibility to see that students exit the building in an orderly fashion each time the fire alarm sounds. Do not wait to see if this is a drill or if a child has pulled the alarm. The building will be evacuated each time the alarm sounds. **STUDENTS SHOULD BE**

ESCORTED TO DESIGNATED AREAS OUTSIDE THE BUILDING WITHOUT TALKING.

Tornadoes

Tornadoes are local storms with whirling winds of tremendous speeds that can exceed 400 M.P.H. In order to be prepared to take emergency action if threatened by a tornado, the following guidelines are provided.

A) Tornado Alert The National Weather Service issues two types of tornado alerts, which are listed below:

1) Tornado Watch - Which means that weather conditions are such that a tornado may develop

2) Tornado Warning - Which means that a tornado has been sighted and protective measures should be taken

B) General Procedures:

1) All personnel and students should know the signs of severe thunderstorms and tornadoes.

2) DURING A WATCH: Open doors into hallways. Store portable equipment inside the building away from the shelter areas.

3) DURING A WARNING: Open and secure exterior glass doors - leave solid doors closed. Secure or store articles, which might act as missiles.

4) As soon as the warning is sounded, seek shelter within the building, crouching on knees, head down with hands locked at the back of the neck.

5) If there is insufficient time to take shelter in designated areas, go to the inside wall away from the windows. Students should squat on the floor next to the wall or get under desks or other furniture by squatting or lying prone on the floor, face down. If a book can be picked up easily it can be held over the head.

D) DRILLS: Drills are conducted two times a year, once in the fall and once in the spring.

Disaster Drills

Teachers are responsible for instructing their students in the proper procedures for all disaster drills. Teachers are accountable for their students during all disaster drills and must have a roll book in hand.

Energy Conservation

Teachers should monitor and conserve energy by turning off power at designated times. Teachers must be sure to turn off their lights and computer equipment when they leave every day.

Evaluation

Each staff member's performance will be evaluated during the school year. Informal observations will be conducted routinely on all staff members throughout the year. Teachers and staff members are all accountable for student achievement. High expectations for student behavior will be part of the evaluation. You will receive a summary report of the number of days absent and tardy every nine weeks. If you have excessive absences, the Site Director will work with you to help with these concerns.

Faculty Meetings

Faculty meetings will be held as needed and will be announced in advance. Each staff member will be expected to attend these meetings. Every effort will be made to keep each meeting brief and to the point. Staff members are expected to attend all meetings and remain until the end of the meeting. Do not ask to leave early on these days. Be organized. No exceptions will be allowed.

Field Trips

Field trip requests and plans must be submitted to the Site Director. Include a brief synopsis of the educational benefits of the trip. These requests must be submitted to the Site Director one month prior to the trip. The Site Director will need to send these requests to the Project Director to provide enough time to have the trip approved and to make arrangements for transportation and lunches, etc. Field trips must be of instructional importance. All field trips must relate directly to the GELDS. There will be no field trips the first 4 weeks of the school term. It is the responsibility of the person requesting the trip to request lunches in writing for everyone going on the trip, including the bus driver. Do not forget to include special students who attend your class for all or part of a day. Check with the Site Director at least a week before the trip to be sure all arrangements have been made. Teachers are responsible for adding chaperones to the count for lunches. Forms will be provided for you to use for permission slips. You may attach any additional information needed to these after a Project Director has approved it. It is the teacher's responsibility to secure all field trip permission slips - prior to the trip!!

Contacts **MUST** be made before the **DAY OF THE TRIP!** A form must be sent even if no money is to be collected.

Food

There will be no eating by adults in the classrooms during instructional time and all drinks must be in closed bottles. Meals can be consumed during planning time in the classroom. Make sure all cans and trash are disposed of. Make sure any food kept in the classroom for cooking, treats, etc. is stored in an airtight container to prevent problems with pests.

Please do not give children hard candy or balloons as treats. Many children get choked on them.

Forms

The Site Director will be responsible for providing each teacher with the appropriate number of forms needed per month. All forms are available upon request.

Front Desk Phones

The front desk phone cannot be used to receive or make phone calls throughout the work day. The front desk is the first place that visitors enter. Visitors should not be privy to phone conversations other than that of personnel answering calls. Should you receive a call, either a message will be taken or the call will be transferred to another phone away from the front desk area.

Progress Reporting

WSO narrative summary is sent home every nine weeks to inform parents of their child’s progress.

DATES TO REMEMBER

Grading Period	WSO Narrative Summary	Early Release Days
1st 9 Weeks	October 16, 2024	October 9, 2024
2nd 9 Weeks	December 18, 2024	*November 22, 2024
3rd 9 Weeks	March 5, 2025	December 19, 2024
4th 9 Weeks	May 21, 2025	*March 14, 2025
		May 21, 2025

*Parent-Teacher Conferences

WSO Narrative Summary will be checked for accuracy by the Site Director. Be sure to proofread your comments! Please make positive, constructive comments on these reports.

Harassment - Title IX

It is the policy of the Giggles & Smiles Learning Center that racial or sexual harassment in any form is strictly forbidden. Any staff member who believes he or she has been subjected to harassment must report it to the Site Director. A staff member shall not be subjected to retaliation for reporting racial or sexual harassment.

Internet Acceptable Use Policy

You will locate this policy at the end of this handbook. You will need to sign the agreement and return it to the Site Director.

Jury Duty

Any employee who receives a subpoena to serve on jury duty must complete a request for leave form. Attach a copy of the subpoena to the leave form.

Lesson Plans/Playlists

Planning is an essential ingredient for good instruction. Plans for each day's activities should include the GELDS standard, music with movement, story time, literacy activities, phonological awareness activities, outside time, and center time. Lesson plans must be available at all times. The plans may be checked randomly by the administrators. The Substitute Teacher's Plans must be on the teacher's desk. If a teacher must be absent, it is his/her responsibility to prepare and supply detailed lesson plans. Administrators may choose to check plans in the classroom or may call for them at any time. It is the teacher's responsibility to plan accordingly. Failure to have these documents accessible at all times will result in written documentation.

Please ensure you have 3 days of emergency substitute plans ready within the first 3 weeks of school. Email those to the Site Director. Your regular weekly lesson plans must be given to the Site Director each week.

Paraprofessionals

Paraprofessionals are to report directly to the teacher to whom they are assigned. However, the Site Director is their immediate supervisor. The classroom teacher along with the Project and Site Director will be responsible for evaluating the performance of all paraprofessionals. Each paraprofessional will be evaluated by their classroom teacher. All questions concerning training and licensing should be directed to the Site Director. Paraprofessionals are encouraged to attend trainings to keep abreast of the latest techniques for working with children.

Paraprofessionals must remain in the classroom making preparations and working with the teacher. All paraprofessionals must be working in their designated rooms between 8:00 AM - 2:30 PM (other than assignments by administrators).

Paraprofessionals are an important part of the staff at Giggles & Smiles. The teacher is the instructional leader. Paraprofessionals should follow the directions of the classroom teacher in order to enhance the learning environment of each classroom. The primary role of paraprofessionals is to actively assist children with academic achievement. Teachers and paraprofessionals should plan carefully to ensure that each day is productive. The following list of duties and responsibilities may be assigned to paraprofessionals. The teacher or administrators as needed may add others.

- Helps prepare the room for the day's work
- Assembles, for teacher use, materials and audio-visual equipment for class presentations
- Assists the teacher in evaluating work (ultimate evaluation is the teacher's responsibility)
- Reads stories to groups of children
- Follows up, in small groups, instruction presented by the teacher
- Collects and arranges displays for teaching purposes
- Assists students with make-up work
- Listens to individuals and small groups as they read orally
- Helps students find materials
- Files materials in cumulative folders
- Keeps records of books read by students
- Keeps inventory of materials in the classroom
- Helps with classroom housekeeping
- Assists with bulletin boards
- Assists the teacher on the playground, in the hallways, on trips, etc.
- Works with small groups of students
- Performs such tasks and assumes such responsibilities as the administrators and teachers may occasionally assign
- Morning and afternoon duties will be assigned to ALL paraprofessionals
- All paraprofessionals are expected to be in their duty post throughout the year supervising children -- FAILURE to do so will result in written documentation from the administrators

***All non-instructional tasks should be completed during planning time or after school.**

***Remember: The teacher and the paraprofessional must work as a team.**

Parent Conferences

The goal at Giggles & Smiles Learning Center is to conference with all parents.

1. Open House will be held. All staff members are required to be present.
2. The system calendar will include conference days. Teachers should plan conferences during their planning time or after school when no other meeting is scheduled.
3. Parent support and contact is a vital part of a child's education. Parents are urged to visit the school often. These conferences should be designed to strengthen the bond between the home and the school. A minimum of two parent conferences must be held during the school term. Teachers should contact each parent the first week of school. Making a positive initial contact is crucial. The teacher must document all communication with parents. Teachers must keep a record of all parent contacts including phone calls, conferences, etc. on the Parent Contact Log.
4. Take home folders will be sent on Wednesday.

Parking

Faculty and staff members are required to park in the parking spaces beside the center. The parking lot in the front of the building is reserved for parents and visitors.

Parties

Lead and Assistant Teachers will cooperatively decide what parties are most appropriate for their class. Suggested parties include Holidays (last day of school before Christmas break), Valentine's Day, and End of the Year. An entire class cannot be denied the right to have a party because of the misbehavior of others!! Teachers must take the initiative to learn their students' families and be sensitive to the cultural wishes of parents concerning parties. A child may not be denied the privilege of attending a party without approval of an administrator.

Planning Time

Planning time must be used to make preparations for instruction or to target improvement in student performance by means such as, but not limited to, making parent contacts or collaborating with other educators. Planning time is not personal time. Meetings may be held during this time. Advance notice will be given, if possible, for meetings held during planning times.

Recess

All students must have outside time. This can be unstructured time; however, proper teacher supervision is a MUST. Teachers and paraprofessionals are expected to supervise students at all times. Students CANNOT "stand on the fence," be placed "on the wall," nor sit in another teacher's class during recess. Instead, engage them in several physical activities (running a lap or two, jumping jacks, or toe-touches) before they can go play. Recess should be included in the daily schedule.

Reporting Child Abuse

All suspected cases of child abuse and/or neglect must be reported immediately to the Site Director. The Site Director will contact the appropriate authorities. This information is confidential and is not to be discussed with anyone.

Reporting Student Absences

Daily attendance must be recorded on Attendance Log daily. All attendance should be recorded by 8:10 AM. Teachers will be reminded to complete attendance in a timely manner no more than 3 times. Students who are tardy must come by the front desk to get a tardy slip.

It is the teacher's responsibility to report student absences to the Site Director in a timely manner. On the afternoon of a student's third (3) total absences from school, a letter will be written and sent home by the teacher and the teacher will contact the parents or guardians of the child. All legal excuses (doctor's notes, dentist's notes, Health Department note, etc.) must be turned in to the front desk. Notes written by parents are also to be turned in to the front desk.

Request for Maintenance/Repair

Any requests for maintenance or repair must be written on the work order and turned in to the Site Director or to the maintenance staff. Notify the front desk immediately if you have a problem with the air conditioning or heating unit in your classroom, anything that could be a danger to children or staff members (e.g., exposed wires, broken glass, etc.), or anything that is unsafe (e.g., broken locks, etc.).

School Nurse

Send all injured children to the nurse's office. First Aid supplies and services will be available. Acute illnesses should also be sent to the nurse. Send a nurse's pass with any child you send to the clinic for any reason. If you have a child who is vomiting, you may go ahead and call the parent to pick him up. Please feel free to by-pass the nurse if you are certain the child needs to go home. If you have a child who has a chronic condition such as an unexplained rash, dental problems, scalp condition, hearing difficulty, vision problems, etc., please make a note on the nurse's pass. If you have a health-related subject you would like the nurse to present to the class, notify her in writing. The nurse will also be providing blood pressure checks for staff members if needed. Be sure all medication from home is sent to the clinic for proper storage. A teacher may not administer any medication to a student. Medicines sent from home with an explanatory note from parents will be kept in and dispensed from the nurse's office. The nurse will send home an information/permission form at the beginning of school for each child. The nurse must have written consent from parents or guardians before treatment and/or medication can be administered. Head lice, impetigo, chicken pox, etc. are common among young children. These can be very sensitive issues for children and their parents. Please be discreet when you discover any of these problems or if a parent notifies you of a condition for which a child is being treated. Notify the school's nurse immediately so she can verify that the parent is aware of the child's condition and that the child is being treated. Remember that all matters concerning students are confidential and may not be shared with others.

Smoking

No smoking will be allowed anywhere on the Giggles & Smiles Learning Center grounds. There will be no exceptions. We must strive to be good role models for children at all times.

Staff Attendance

Staff members are expected to be at work and on time. The guideline for attendance states that the effect of teachers on student learning must be considered. For that purpose, more than five absences will be considered excessive. Teacher absences have a direct impact on student learning, whether the absence is justifiable or not can be considered the issue. Doctors' appointments should be made after 2:30 PM when possible. Staff tardies must be considered as a part of evaluations. Any staff member who may be tardy must call the school as soon as possible to have his/her duty post or classroom covered.

Staff Development/Professional Learning

You are encouraged to keep abreast of the latest trends in education theory, philosophy, and practice. This can be done through the following:

- A) Staff development and activities
- B) College courses
- C) Professional organization affiliations
- D) Professional meeting attendance

Remember: It is the teacher's responsibility to take appropriate courses to update and renew his/her certificate.

Student of the Month

Each teacher will select ONE student of the month. The parents will be invited to breakfast or lunch. The following criteria along with any additional ideas the teacher may have will be used to select the student from each class.

1. Completes all work assignments.
2. Exhibits good behavior.
3. Demonstrates good character.
4. Cooperates with the teacher and other students

Substitute Request

It is imperative that all teachers and staff members strive to be present each day. Schedule appointments after school when possible. If you are sick and cannot be present, please let the Project and/or Site Director as soon as possible. Do not call the center at the last minute. Personal leave may not be taken during the first two weeks of school or during the last 20 days of school. Leave may not be taken preceding or following a holiday. Forms to request leave are available at the front desk.

It is imperative for students to be constantly supervised throughout the school day. This includes the playground, halls, restrooms, etc. Use the first few weeks of school to establish your expectations for behavior in the halls and restrooms. Proper supervision at recess requires teachers to move among the students, actively monitoring all areas, not sitting. Teachers must be in their rooms at 7:35 AM prepared to supervise students. All other staff members must be in their assigned duty location no later than 7:35 AM. However, no teacher should ever leave the building to go home until all students have left the campus. It is the teacher's responsibility to

call the parents or guardian if a child has not been picked up by the time the dismissal window has ended. All parents of car riders are responsible for picking up their child/children on time.

Supply and Material Request

Any supplies or materials you need must be requested in writing and/or email. Check with your Site Director before ordering any materials. Your Site Director will supply you with the appropriate forms. Please do not request items from the office. This will require more careful planning and better use of existing supplies. Ample time is needed to process the order. It is important that teachers be frugal with supplies. All materials requested must enhance and facilitate student learning.

Telephone/Cell Phone Use

The front lobby telephone may be used by all staff members for school business and emergencies only. The Site Director will take all personal messages. Students are not to be sent to the lobby to use the telephone to call home. If necessary, the Site Director will make the appropriate call. Cell phone use by staff and faculty members is prohibited during instructional or supervisory time. This includes calls and texts. Inappropriate cell phone usage will be documented. If you must call a parent due to a problem, please use your cellphone or the lobby's telephone.

Curriculum

For the first twelve weeks of the school year, you are required to follow the OTAGS prepared lesson plans. After the twelve weeks, you will use a pre-approved Bright from the Start curriculum that the center has purchased.

Video Use

Only educationally oriented programs will be viewed during the school day. These programs must be included in lesson plans and have a direct bearing on current content being mastered. Any videos used must directly correlate to the subject area being taught. All videos must be indicated in your lesson plans. Use of videos will be monitored closely. An administrator must approve all video requests. Videos should not be used as a form of reward. Remember that research shows that children spend far too much time watching television.

NO personal videos may be shown! This includes Netflix.

Visitors

Anyone checking out a student must be listed on the student's contact sheet and must present a valid state issued ID. This policy ensures that only authorized individuals are checking out students. This is not meant to inconvenience parents, but as a way to make sure that children are safe at all times. All visitors must report to the front lobby immediately upon arrival on the center's grounds. All visitors will receive a visitor's pass to wear while in the building. If you see a visitor without a pass, please ask if this rule has been followed. This is for your own protection and the protection of your children. Parents wishing to observe in a classroom will receive a classroom visitation pass with the arrival and leave time noted. The pass is for approximately 20 minutes. The visit should not be an interruption of instruction or the learning environment. If you have a problem with a parent who visits often and tends to interrupt instruction, notify the Project and/or Site Director immediately. Please remember that parents are an important

component of the school. Be courteous. Please limit personal visits by family members. Please model your wishes in your own behavior.

Employee Leaves and Absences

This policy shall apply to all employees of the Giggles & Smiles Learning Center.

Accrual of Sick Leave and Absence for Medical and Related Reasons

Employees will be entitled to annual sick leave with pay. All unused sick leave shall be accumulated from one school year to the next up to a maximum of thirty (30) days. If an employee needs to utilize unearned sick leave, advance leave may be granted. The advance leave shall not exceed the number of days the employee would accumulate through the end of the school year. If an employee fails for any reason to complete a school year, sick leave used but not yet earned will be deducted from the employee's final check.

The leave provided for under this policy is available only for personal illness, injury or exposure to contagious diseases, or for absences necessitated by illness or death in the employee's immediate family.

For any absence in which sick leave is used, the Project and/or Site Director shall have the right to require a physician's certificate stating that the employee is ill and is unable to perform his or her duties. For the purposes of this policy, members of the immediate family is defined as spouse, children, father, mother, brother, sister, grandparent, or in-law equivalents of the above or other relatives living in the household.

Personal and Professional Leave

Five (5) days of any accumulated sick leave may be utilized during each school year for personal reasons provided prior approval of the absence is given by the Project and/or Site Director and provided the presence of the employee requesting absence is not essential for effective school operation. Personal and professional leave will not be granted during in-service days or on the day before or day after holidays. Emergency requests for personal and professional leave may be granted at the discretion of the Project and/or Site Director. Employees are not required to disclose the purpose for which such absence is sought but may be required to state whether the absence is for "personal" or "professional" reasons.

Observance of Religious Holidays

Employees may use personal and professional leave for the observance of recognized religious holidays. If an employee desires to take leave for the observance of recognized religious holidays in excess of the days allowed for personal or professional leave, the employee may take unpaid leave for such purposes provided that such leave is not excessive and does not interfere with fulfilling the obligations of his or her job.

Jury and Witness Leave

Staff members shall be allowed leave with pay for the purposes of serving as a juror in any court or when subpoenaed to testify in a case arising out of the individual's duties as an employee. Jury

and/or witness leave shall not be deducted from an individual's accumulated personal, professional, or sick leave.

Military Leave

All employees of the Giggles & Smiles Pre-K are entitled to paid leave not to exceed ten days in any one federal fiscal year for the purpose of complying with ordered military duty with the armed forces of the United States or State of Georgia, including duty as a voluntary member of the National Guard or any reserve component of the United States or State of Georgia. In the event the Governor declares an emergency that results in an employee being ordered to military duty as a member of the National Guard, the employee is entitled to leave not exceeding thirty days in any one federal fiscal year. Employees who have military commitments shall inform the Project and/or Site Director annually and shall cooperate to the extent possible in scheduling such leave so as to minimize the disruption in those employees' duties and the mission of the Giggles & Smiles Pre-K.

General Safety Procedures

All visitors will check in at the office through the front entrance to receive a visitor's pass.

All exterior doors will remain locked throughout the day except for exiting and entering between the hallways.

All fences surrounding the playground area will remain locked throughout the day.

Faculty and staff will exit and enter through the front door from 7:50 AM to 2:20 PM

Students will be supervised by persons on duty, teachers, and administrators throughout the day.

EMPLOYEE AFFIRMATION OF KNOWLEDGE 2024-2025

I acknowledge that my administrators at Giggles & Smiles Pre-K have reviewed the contents of the 2024-2025 Staff Handbook with me at the beginning of the school year.

Furthermore, I understand that this acknowledgement will be kept on file at Giggles & Smiles Learning Center and a copy will be given to me.

Employee's Signature:

Date:

Employee's Name (printed):
