

# T.T.E Trained To Educate



Show Me Love  
Learning Academy, Inc.

## Employee Training

#1 Teaching Team



# Welcome to Show Me Love Learning Academy's

- Introduction to the Learning Program
- If you have any questions during the presentation, please write them down, and we will cover those questions during our Face-2-Face meeting.



# Training Agenda

- Mandatory Paperwork

- Social Security Card
- Driver's License
- Emergency Information
- Tax Documentation
- Criminal Background Check
- Copy of any Training that you have Completed

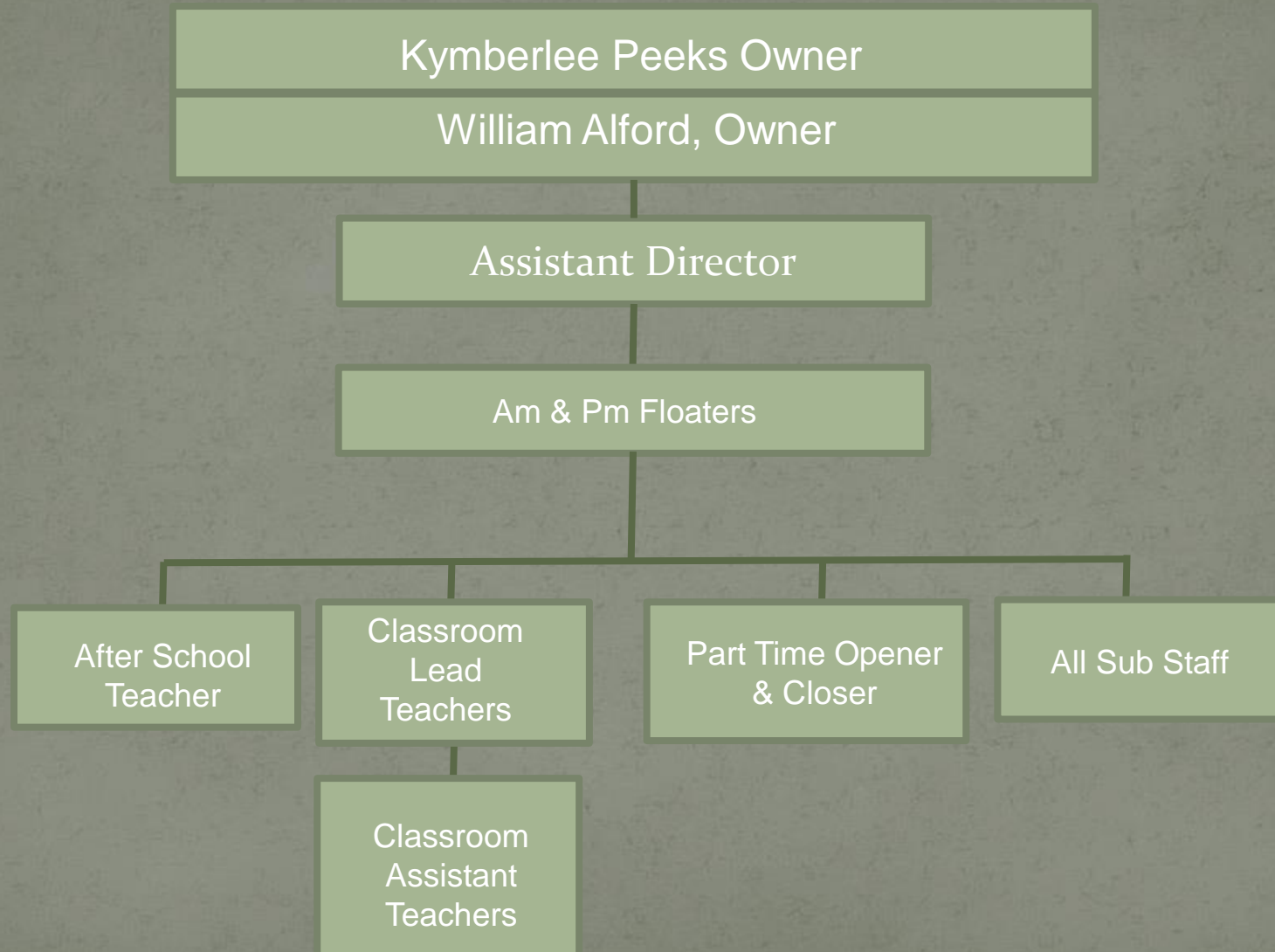


- Show Me Love Learning Academy's Staff and Parent Handbook Review

- Bright From the Start Rules & Regulations Review



# Organizational Chart



# OUR Goals...

- To provide the academic and social skills necessary for the healthy progression of each child.
- To provide a supportive, stimulating, and fun classroom environment for each child.
- To engage one-on-one with every child daily, to ensure all individual needs are met.



# 3 Things to ALWAYS Remember...

- **Customer service**

Be friendly and helpful to your co-workers, visitors to our campus, and others you encounter during your work day.

- **Professionalism**

**Take pride in your work. Always put forth your best effort and give 100 percent.**

- **Teamwork**

Be a part of the "A-Team," a winning tradition of people who make quality service their top priority. Get involved with solution-oriented people who think "outside the box."

In addition, know that we at Show Me Love Learning Academy are happy to have you with us and look forward to working with you.





# SECURITY

- Proper procedure to release children
  - Attendance / Sign In Procedures
- Doors being closed and locked
- Authorized Pickups
- Gates stay locked and be aware of the playground surroundings. Never Receive a child over the gate or send a child home from the playground



# SAFETY

- Proper procedure to report a Incident
- Closed Toe Shoes, Shoes laces tied
- Keeping a watchful eye on all children during pick-up & drop-off time
- Fieldtrips
- No Cell Phones at all, at any time
- Outside Play

(A Minimum of 10 minutes group activity must be pre-planned)



## NEVER GET COMFORTABLE!



# STAFF APPEARANCE

- Clean
- Hair (Nice and neat, natural colors only)
- No Jewelry
- Nails (Short, little to none)
- Tennis Shoes
- Uniform Required Daily. No Exceptions
- Overall Perception



All Subs are required to wear our Uniform Colors, long time Subs must wear Logo Uniform and Closed Toe Shoes

# UNIFORMS

- Clean, neatly pressed Uniforms are required
- Staff are responsible for ordering extra and maintaining all uniform Shirts (Each Staff will receive 2 Uniform Shirts)
- Staff must wear full Uniform at all time, please bring extra bottoms if you have a heavy monthly experience.
- Dress code is as follows:

Summer Dress Code 2018 (Ends on September, 15 2018)

Monday	Tuesday	Wednesday	Thursday	Friday
Red Polo w/ Logo	Red Polo w/ Logo	Red Polo w/ Logo	Trained 2 Educate T- Shirt w/ Logo	Summer T-Shirt w/ Logo

Fall and Winter Dress Code 2018

Monday	Tuesday	Wednesday	Thursday	Friday
Red Polo w/ Logo	Red Polo w/ Logo	Red Polo w/ Logo	Red Polo w/ Logo	Trained 2 Educate T-Shirt w/ Logo



Khaki Colored Khaki Bottoms are required Monday-Thursday on Friday Dark Blue Jeans.

# BASIC GUIDELINES

- Student Teacher Confidentiality
  - Hurt & Hugs Injury/Incident Reports
- Staff Parent Relationships
- Parking
- Cell Phones not allowed & Personal Belongings





# Hurt & Hugs Injury/Incident Reports Form

- Complete as soon as incident happens or observed by teacher
  - Show another staff member (preferably a Floater or administrator)
  - DO NOT name any students involved
  - Floater or Admin. Place a phone call to the Parent
  - Always use the following statements:
    - Teacher immediately attended to the child....
    - Teacher observed....
    - Teacher notified administration....
- NEVER SAY YOU DON'T KNOW or DID NOT SEE!

# BASIC HOUSEKEEPING

- Tax Withholding Forms will must be completed
- Time Off Request through the iWork App
  - Submitted for Approval AT LEAST 2 Weeks in Advance
  - Leave of Absence Lesson Plans must be submitted once time is approved
- Playground Checklist Completed DAILY
- Daily Communicator (KidReort App.)
- Programs and Special Events
- Any State Write Ups = A Personal Write UP...
- Inside Voices
- Adult Restroom (NO HAND SANITIZER or SPRAY)

# Social Networking Sites

- Inappropriate Language not allowed
- Photos must be wholesome and decent. Staff are prohibited from uploading pictures of students to personal social media outlets.
- Status Updates must never be pertaining any discussions, issues or concerns at to work
- Teachers must refrain from contacting/communicating parents via personal phones & social media.

The Twitter logo, featuring the word "twitter" in a white, lowercase, sans-serif font on a dark blue rectangular background, followed by a white silhouette of a bird in flight.The Facebook logo, consisting of the word "facebook" in a white, lowercase, sans-serif font on a dark blue rectangular background.The Myspace.com logo, featuring a white icon of three stylized figures on the left, followed by the text "myspace.com" in a white, lowercase, sans-serif font, and the tagline "a place for friends" in a smaller, white, lowercase, sans-serif font below it, all on a dark blue rectangular background.The Instagram logo, featuring a stylized camera icon with a rainbow gradient on a white background, with the word "Instagram" in a blue, cursive script font below it.



# Let's Have a Awesome New School Year!

