



General Procedures

Church Support Staff:

- **Church Book Keeper**

- The church book keeper provides book keeping services for the preschool.
- The preschool account pays the book keeper from the preschool account for their services, as these services are over and above the services that the church hired the book keeper for. The monthly amount is agreed upon between the director and book keeper. The book keeper may utilize the same office space/supplies for preschool book keeping as they do for church book keeping.
- The book keeper receives, records, and deposits preschool tuition/ registration payments delivered by the director. The book keeper is responsible for depositing the payments into the preschool checking account at the bank weekly.
- The book keeper is responsible for creating and sending payments/checks from the preschool checking account for preschool expenses and bills. These include but are not limited to: local/state/federal taxes, payroll taxes and expenses, book keeping salary, insurance expenses, and other expenses requested by the director.
- The book keeper produces monthly preschool employee payroll checks. The book keeper should present payroll checks either to the director for distribution to staff, or directly to the individual staff to whom they are addressed.
- The book keeper is responsible for providing financial information about the preschool if requested by the director, senior pastor, or church board.
- The book keeper has access to the preschool checking account and is responsible for balancing/ checking transactions as needed. Any questionable debit transactions should be presented to the director for clarification. If there are any concerns as to the appropriateness of expenses, these concerns should be promptly communicated to the senior pastor and board for further review.

- **Church Secretary/ Administrative assistant:**

- The church secretary relays messages and calls to the director as needed, either by written memos, texts, or emails.
- The church secretary places mail for the preschool in the hallway mail slot designated for SonShine Preschool, or hands mail to the director.
- The church secretary may answer general questions about the preschool if they feel comfortable/ knowledgeable, and should request contact information of prospective clients so that the director may contact them. Any general answers given should be information included in the current preschool brochure. The preschool website is fairly comprehensive, and the web address may be given out to interested people requesting information: www.greeleysonshine.com



- The church secretary may transfer phone calls to the preschool classroom if the director is available, and may give out the director's mobile phone number to potential preschool clients if that particular director has given permission.
- If the director is present when a potential preschool client comes to the church office, the secretary should take that client to the director or contact the director to come to the office.
- If the director is not present when a potential preschool client comes to the church office, the secretary should please provide the client with a brochure and direct the client to please call the number on the packet to speak with the director
- The secretary is not obligated or expected to provide tours to prospective preschool families, or to answer questions about the preschool.
- If a preschool family comes to the church office to make a tuition payment or enrollment fee payment, the secretary should show them to the preschool payment safe located in the preschool wing.
- The church secretary should bill book keeper for any postage meter postage that the preschool incurs, so the preschool can reimburse the church.
- **Church Maintenance/Repair Person**
 - The director shall make maintenance and repair requests either directly to the church maintenance person or to the church secretary.
 - Reasonable installation, wear and tear, and minor damage issues should be considered a general church need and not an exclusive preschool-paid responsibility. Any reasonable extra wear and tear that results from the responsible use of the premises by the preschool should be the responsibility of the church. Since the preschool pays rent from the preschool budget to the church budget, the church provides normal maintenance for the preschool.
 - Carpeting, flooring, and painting of walls/surfaces in areas used by both the preschool and other church functions shall be paid for from the church budget. Painters will be approved by the senior pastor or board. Paint colors for areas used by the preschool should be agreed upon by both the director and senior pastor or board.
 - Major maintenance/ construction projects that seem to be specific to the preschool's use of the property shall be discussed on a case-by-case basis by the director and lead pastor or board. Any construction or major maintenance projects should be done with consideration of the preschool's needs to provide care and follow state licensing regulations.
- **Church Cleaning Staff**
 - The balance between preschool staff cleaning duties and church cleaning staff duties may be addressed periodically as needed in order to establish an appropriate and fair balance. The preschool does not pay cleaning staff out of its budget. In general, the preschool staff cleans up the preschool areas after use, and attempts to create minimal extra work for the church cleaning staff. Any extra work that the church cleaning staff incurs due to the preschool's use of the facility should be paid for hourly by the church just as any other work that the staff person performs as a result of the use of the church facility.
 - Since the preschool pays rent from the preschool budget to the church budget, the church provides some additional cleaning incurred by the use of the preschool.



- Preschool Staff cleaning duties during school year (In preschool wing of church)
 - Vacuum classrooms, and spot vacuum entryway/hall (leading from preschool entrance to classrooms) after each class.
 - Spot clean glass doors in preschool entrance on Wednesday afternoons after class and Friday afternoons after class.
 - Wipe and clear off countertop outside of preschool rooms on Friday afternoon after class
 - Preschool Class Bathroom (after each class): Clorox wipe counter, sink, toilet surfaces, and floor around toilet after each class. Re-stock children's hand soap and paper towels as needed. Mop as needed.
 - Preschool classrooms (after each class): Clean counter, sink, & tables, stack chairs, tidy toys, vacuum carpet, sweep hard floors, and take out trash. Mop as needed.
 - Playground: Tidy playground on Friday afternoons, provide/replace playground toys as needed during school year.
 - Chapel: If used for class holiday parties, Chapel will be tidied up and vacuumed by preschool staff.
 - Church Cleaning Staff cleaning duties (In preschool wing of church)
 - Normally scheduled cleaning and stocking of the adult bathrooms, hallway, and entryway, including following preschool concerts.
 - Normally expected cleaning of sanctuary/common areas/bathrooms following our twice-yearly preschool concerts.
 - Stocking toilet paper in child bathrooms.
 - Weekly cleaning of toilet bowl interior in preschool bathroom.
 - Weekly cleaning/stocking of NURSERY BATHROOM (the preschoolers do use this bathroom sometimes during recess, but we ask that the Church Cleaning Staff cleans this one, as we do the cleaning of the preschool bathroom).
 - Cleaning glass entryway doors and glass circular tables at the beginning and ending of the school week.
 - Maintaining/emptying the trash cans located in hallway and outside entryway.
 - Regular shampooing of carpets/rugs in preschool wing (at least quarterly).
 - When there is no Preschool (summer break, other breaks): All normal cleaning duties in preschool wing. We do request that the preschool rooms be cleaned at the beginning of the week (following Sunday school use), so that they will be clean for summer tours and open houses. Any use by the preschool for summer open houses will be cleaned up by preschool staff as if it were a use by a regular class.
 - **Church audio/visual person**
 - For its two annual concerts, the preschool utilizes the main sanctuary and will ask for someone from the church tech team to provide audio/visual/lights for the concert as well as one tech rehearsal.
 - The preschool pays the audio/visual person for their help at the rehearsals & concerts out of its own budget.
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Church and Preschool Supplies and Expenses

○ **Craft Supplies**

- The preschool purchases its craft supplies out of its own budget, or acquires them by having them part of the school supply lists fulfilled by parent clients.
- Most preschool craft supplies are stored in the common Sunday school craft supply closet and classroom cupboards.
 - These supplies are intended for use by both church classes and SonShine Preschool classes- the preschool shares most of its supplies with the church children's classes
- Almost all general craft supplies that church classes may need are provided by SonShine Preschool/ SonShine Preschool parents. These usually include:
 - Paint, tape, glue, construction paper, copy paper, crayons, markers, colored pencils, pencils, pens, Sharpies, paper clips, craft sticks, stickers, etc.
- It is our goal that we provide more supplies for the church from our budget/ clients, than we use that was purchased by the church.

○ **Janitorial/ Other Supplies**

- The following is a list of supplies that the church provides to the preschool wing:
 - Toilet paper
 - Paper towels
 - Trash bags
 - Glass cleaner
 - Laundry products
- The following janitorial supplies for the preschool wing are provided by SonShine Preschool/ SonShine Preschool parents. These usually include:
 - Clorox Wipes
 - Swiffer mop refills
 - Disposable toilet bowl cleaner refills
 - Tissues
 - Hand soap for preschool bathrooms and preschool classroom sinks
 - Bleach
 - Spray bottles
 - Rags
 - Preschool Vacuum
 - Preschool Brooms, dust pans, & mop

○ **Snack Supplies**

- The following janitorial supplies for the preschool wing are provided by SonShine Preschool/ SonShine Preschool parents. These usually include:
 - Preschool Snacks (preschool only)
 - Dixie Cups (for church & preschool)
 - Paper Plates (for church & preschool)
 - Utensils (for church & preschool)



- **Office Supplies**

- The following is a list of office supplies that the church provides:
 - Fax machine use
 - Church Office Copy Machine Use
 - ½ ink refills for Sunday School Copier
 - ½ the price of Sunday School Copier
 - Colored copy paper
- The following office supplies for the preschool wing are provided by SonShine Preschool/ SonShine Preschool parents. These usually include:
 - WHITE COPY PAPER FOR BOTH CHURCH OFFICE COPIER AND SUNDAY SCHOOL COPIER
 - Use of office copier for some copy projects (such as front & back copying and color brochures)
 - ½ price of Sunday School copier
 - ½ ink refills for Sunday Copier
 - Paper clips
 - Staplers
 - Pens
 - Sharpies
 - Laminator
 - Laminator sheets
 - Teacher scissors
 - Postage of preschool mail (church secretary should bill book keeper for any postage meter postage preschool incurs)

- **Insurance**

- The preschool pays for:
 - The portion of the church's liability insurance bill that covers the additional cost of covering the preschool.

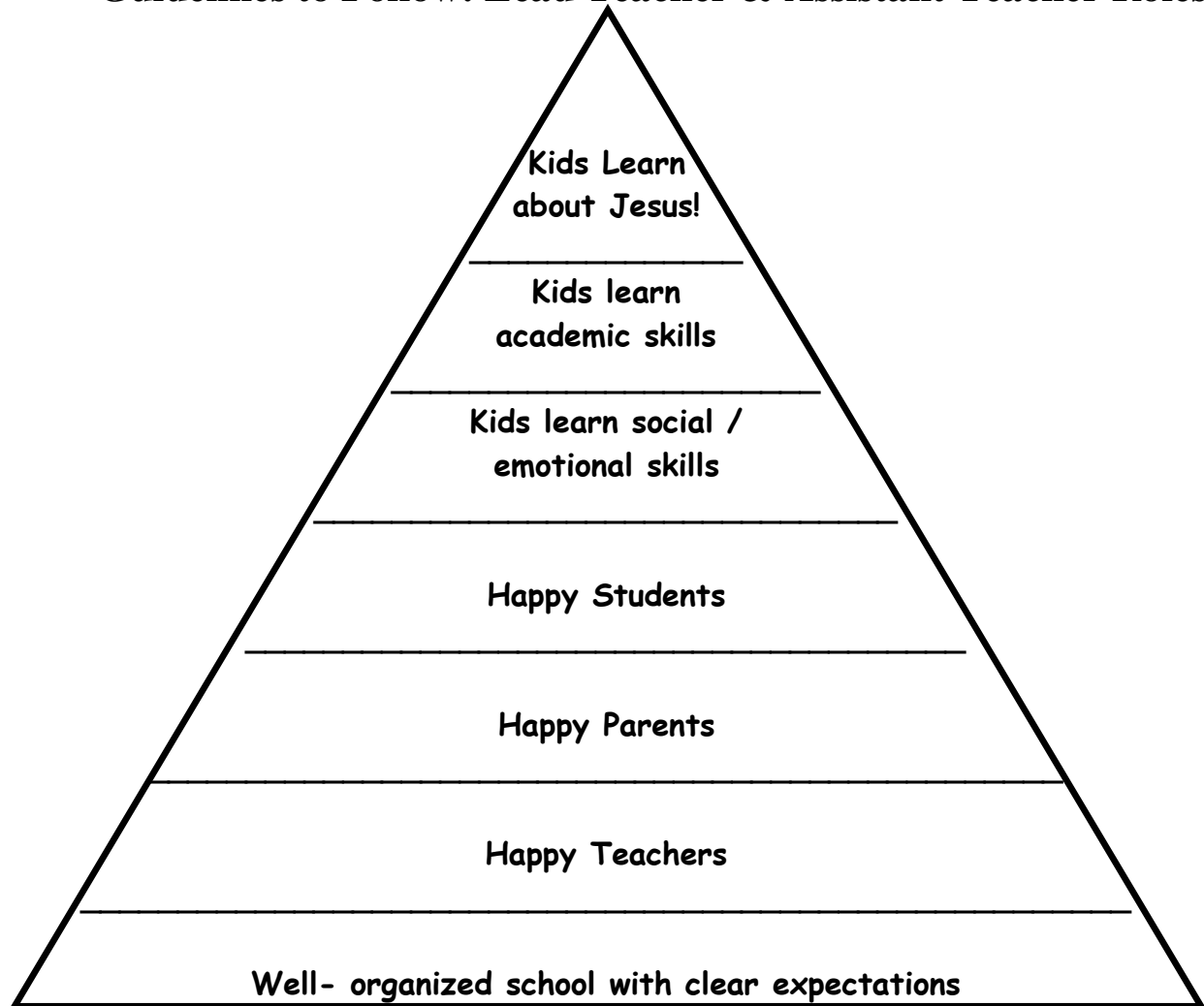
- **Licensing, inspection, and Training Fees**

- The preschool pays for all licensing, inspection, and training fees directly related to the preschool.

- **Preschool Marketing / Website**

- Marketing expenses are paid out of the preschool budget.

Guidelines to Follow: Lead Teacher & Assistant Teacher Roles



The following guidelines are intended to maintain peace by setting clear expectations. They are by no means intended to give one teacher power over another teacher. **We do not consider the assistant teacher to be less important or valuable than the lead teacher in any way.** However, without clear roles, conflict and misunderstandings can arise. If there is an area that you mutually agree upon to share more responsibilities, that is fine.

Category	Lead Teacher Role	Assistant Teacher Role
Communication with parents	Communicates with parents by text, phone, note, or conversation. Only lead teacher communicates about negative	May send photo texts with positive updates- no communication about negative incidents, or undermining lead teacher in

	<p>behavior. Major behavior issues, or unhappy parent issues, should be communicated to director the same day.</p>	<p>any way. <u>Any disagreements about lead teacher's communications can be voiced to lead teacher once the parent is gone.</u> If the lead teacher made a factual mistake, they the lead teacher can correct it with a text to the parent.</p>
<p>Accident / Injury reports</p>	<p>Lead teacher must either fill out or at least review and sign. Anything that leaves a mark, lasting pain, or a head injury, should get an accident report. Major injuries must be reported to director immediately. (*Don't name other children in report)</p>	<p>Assistant teacher may fill out if they were the witness, and have director also review and sign report.</p>
<p>Student Discipline</p>	<p>The lead teacher must use the bus light system as instructed by the director. Use a firm, respectful voice with students. Conduct yourself in a way that students feel they are equally liked by you. Let's be honest: Some students require more effort to "like" than others! It's important to know that students won't learn well from a teacher they don't like, or who they think doesn't like them. Usually, a verbal reminder is sufficient without the need to automatically move a bus to yellow light. Changing a bus to another color should be reserved for occasions when verbal reminders aren't effective. Always remind the child that they need to start showing good behavior so they can earn their bus's way back to green. Always start everyone out on green light at the beginning of class. Punishments should never flow over to the next day of class- everyone gets a fresh start. Changing to red should be done sparingly, and only for more serious incidents like biting, severe violence, cursing after already being on yellow, or deliberate and spiteful disobedience. Red light means a time-out and the loss of one</p>	<p>The assistant teacher may remind /warn children when they break rules. They can warn about lights changing, but may not move the bus to different lights without permission from the lead teacher. If you have a concern about the lead teacher not following SonShine's discipline policies, please speak with the director.</p>

	<p>sticker from their bus (no negative stickers). The lead teacher needs to text (or call) the parent during class when their child receives a red light/time out. The communication should emphasize something positive (like “After his time-out, Johnny apologized and is playing nicely again”). Discipline should not be linked to food or toileting. Never ask a parent to pick up a child early because of behavior. If you have a concern, talk to the director and she will decide.</p>	
Time-Outs	<p>Time out should be in a chair in the classroom where the teachers can easily see (or at recess, it’s on the wood beam by the gate). Time-out length equals the number of minutes of the child’s age (four-year-old = 4 minute time-out). Place the child in time-out, explain what they did and that they need to stay there until you tell them they can leave. If they run off, keep replacing them gently and never forcefully hold them there (pick them up around their torso under their arms if they won’t be led gently by the hand. Never drag a child or risk twisting their hand or arm. If the chair becomes a problem for the child, they can sit on the floor. After their time-out, explain what they did again, ask them to apologize, and tell them what behavior you want from them so they can earn their way back to green light.</p>	<p>The assistant teacher can help gently replace the child in time out if the lead teacher asks. The assistant teacher should communicate any bad behavior that the lead teacher doesn’t notice.</p>
Toileting	<p>Always allow children to go to the restroom when they want to. If the restroom is occupied, they can wait. If it seems like an emergency, the assistant teacher needs to take them to the adult restroom and stand outside the stall door.</p>	
Help with toileting	<p>A child who asks with help wiping should be helped (wear gloves). A child who has an accident should be provided with clean clothes and helped to clean/ re-dress if needed. Always send an “Oops- I changed my clothes today” note home, and bag up the soiled clothes in a plastic bag to send home in backpack. Super-soiled undies should have poop dumped into toilet if possible and should be bagged separately-</p>	

	parent can make the call to throw away or wash. Do your best to preserve the child's dignity and keep their accident private from other students. Don't, however, close the bathroom door all the way when you are alone with a child- we want to be transparent to avoid allegations. Encourage them to go to the toilet sooner next time, but never shame them or scold them.	
Playing "pretend shooting"	We don't play with real toy guns at SonShine. However, kids have a natural tendency to pretend everything is a gun and have fun pretending. This pretending does NOT lead them to become mass school shooters, and should not be disciplined here at SonShine. We can, however, remind them that when they go to kindergarten, they are not allowed to play pretend shooting.	
Student Respect for Teachers	Both teachers should expect and encourage equal respect and obedience from the students. Undermining each other will not be tolerated. <u>Any discipline or rule disagreements should be addressed quietly together out of earshot of the students.</u>	
Classroom Presence	<p>The lead teacher should remain in the classroom except for bathroom breaks or very brief exists to fetch something (if the assistant teacher stays with class).</p> <p>The lead teacher needs to communicate to the assistant teacher which times are good for them to step out briefly to prepare copies, and which times they are needed in the classroom to assist. <u>Clear and friendly communication is key!</u> All you need to do is explain what you need the assistant to do (for example, "Could you please help me at Bible sticker time to listen to memory verses and hand out stickers?" Or, "Could you stick around at circle time and deal with kids who aren't paying attention so I don't have to stop my story to deal with them?")</p>	<p>The assistant teacher has a lot to do! One time that the assistant teacher MUST stay with the class is at recess. Recess is the most risky time as far as safety for the students.</p> <p>Please communicate with the lead teacher as to when good times are to step out to make copies for art projects / etc. If it turns out that you don't have sufficient time, please let director know and she will help ☺</p> <p>Even though it's less convenient, almost all craft prep-work except photocopying can be taken into the classroom to work on.</p>
Personal belongings	<u>Purses and bags must stay in the craft supply closet during classes.</u> Licensing requires purses to be out of the reach of children, and the countertop does not qualify. Other items such as drinks should be placed out of the way, preferably on the filing cabinet, to allow plenty of work space on the countertop.	
Dangerous items	Teacher scissors, staplers, candle lighters, lotions, and any other non-child-friendly item must NEVER be left on the counter or in a low unlatched cupboard. The counter does not qualify as "out of reach of children." Any time one of these items is not in	

	a teacher's hand, they need to be placed up in the cupboards OR in the baby-latched drawers.	
Recess	Always have students hold on to the rope all the way to the playground and back.	The assistant teacher MUST stay with the class at recess time, as this is the riskiest time of day for safety.
Recess Rules	No rocks are to leave rock area. Swingers face building. No twisting swings. No throwing rocks. Pouring rocks down slides is ok. No hanging on trees. No climbing on fence. No climbing on roofs of clubhouses. Climbing on outsides of slide structures over gravel padding is ok. Pick up playground Thursday PM (mowing is Fri. AM) and Friday PM (church on weekends)	
Active supervision at recess	Both teachers should be actively supervising children at recess, as well as being available to push students on swings. <u>No sitting down unless a child is crying and needs consolation.</u>	
Bathroom use at recess	Remind the students to ask if they need to use the restroom at recess so they can be let in to use the nursery bathroom.	The assistant teacher is in charge of standing in the outside playground doorway (within view of the bathroom door) while ONE student at a time goes in to use the closest nursery bathroom. If a child needs toileting help, the assistant teacher may go in to help them (as long as the Lead teacher stays outside). Always LOCK the nursery door if your body is not blocking it. We don't want to forget to lock it or have a child sneak in without us seeing them.
Actively Working	During class, both teachers should be actively working on that moment's routine with the students, or doing prep-work for the next part of the routine or next week's crafts. At no time during class should one teacher be relaxing while the other works.	
Attitude	Each teacher should maintain a respectful attitude towards the other, avoid nitpicking minor things, never undermine one another in front of others, and communicate problems as they arise with an attitude of trying to problem-solve.	
CDs/Music	Lead teacher chooses music most of the day	Assistant teacher chooses music during second play time
Clean up time	Feel free to sing your own clean up song as several times, and always follow with SonShine Preschool's Clean up Songs CD. To gain attention at the beginning of clean-up time, I recommend turning off the lights briefly.	
Craft and first snack prep	Whoever is not teaching during carpet time is in charge of: Prepping/filling school folders, setting up first craft and snack. Lead teacher needs to communicate what crafts	

	are.	
First Craft	Each teacher sits at a table to assist students	
Second Craft Prep/ Leading	Lead teacher should choose one “second craft” per week that assistant runs and chooses her own way to set up. Please communicate how you envision the craft to work so you’re on the same page.	Assistant teacher will run one “second craft” per week, choosing how to go about it within the parameters of the lead teacher’s lesson plan.
Second Craft	Usually uses only one table with small groups. Communicate when you need a second teacher’s help for more involved second crafts.	
Craft Displays	The lead teacher decides which projects to hang/display or send home. Don’t forget to save some samples for portfolios!	
Bulletin Board	Lead teacher has ultimate control of bulletin board in her room. Faith & Cory are in charge of the Rainbow room board. Lead teacher can delegate control to assistant if desired. Lead teacher decides on how to cut out/ hang child faces to board. Keep in mind we use these for the whole year.	
Carpet Time	The lead teacher can decide when to lead carpet time, and when to ask the assistant teacher to lead carpet time. Please communicate clearly.	Lead carpet time when asked.
Bible memory verse sticker	Both teachers should help listen to verses & deal with stickers. Students should be helped as much as needed- they don’t need to memorize it on their own.	
Following Routine	A huge part of what makes SonShine Preschool successful is our routine. Please follow it. You can plug your own creativity, crafts, and songs into the existing framework. For example, use your favorite music CD during water break & instrument time; add your own themed show & tell right after the SonShine Kid shows theirs, do your favorite ocean craft during Ocean Week, tell your favorite story during book time, use your	Try to support following the routine but avoid telling the lead teacher what to do unless asked. A gentle reminder such as, “It’s 5 minutes until recess,” should be sufficient.

	<p>favorite prayer at prayer time, and teach your favorite nursery rhyme during music & movement time.</p> <p>Having snack and recess at the right time is also important.</p>	
Lesson Planning (craft planning)	<p>The lead teacher is in charge of planning crafts for the coming 2 weeks. They should align with the weekly curriculum themes. Always have clear communication with the assistant teacher about the day's / coming day's crafts so they know how to help and set up.</p>	<p>The assistant teacher is free to share craft ideas if desired.</p>
Snack Time	<p>Children are expected to sit at least through prayer and food being served. They may leave the table as soon as they are ready to throw away their plate & cup, and should not be coerced to eat if they don't want to. Gentle encouragement that it's great to try foods is fine. No seconds on cupcakes. Seconds on other items are at teacher's discretion. Bears class needs to pray before food is served. Other classes can do the order lead teacher decides, as long as there is prayer before eating.</p>	
Cleaning	<p>Teachers should work together to clean and tidy. Any chores someone is physically unable to perform should be communicated, and the person should make up for them by doing chores that they are able to perform. Chores include: Helping students out toys in the right spots, washing tables & counters after art & snack, sweeping, vacuuming, taking out trash, mopping as needed, wiping down sinks and toilets, refilling soaps & paper towels, vacuuming hall, prepping sign out counter, switching cubby tags / busses, washing glass doors, etc. As much as can be done during class should be done, with the expectation that you will have some cleaning left to do after students leave.</p>	