



Employee Handbook  
&  
Personnel Policies  
2025-2026

TC Tots Staff,

Welcome! I am so excited about the opportunity to work with each of you. We are striving to provide a great atmosphere for children to grow and develop. I know you will use your talents, abilities, and child-care experiences to run a great learning center. I want TC Tots to be a wonderful place to work. I hold very high expectations for staff. Employees should display honesty, dependability, teamwork, trust, and patience. I believe in your abilities as staff members and look forward to working with you.

TC Tots depends on you to uphold its reputation in the community. We want our center to be known for providing excellent love and care for children; this will be a direct compliment to our center staff. Please remember this when discussing TC Tots in the community.

We encourage positive relationships with parents, co-workers, and the children. Please be sure to maintain a professional demeanor and attitude at all times. Additionally, you are the primary caregivers for these children when school is in session. It is critical that we work collaboratively with parents.

Most importantly HAVE FUN!!! We can be professional while still having fun. Don't be afraid to roll in the floor, make a mess, and get your hands dirty. You control the learning environment for your class. If you are having a good time, then they will too!

All policies of the Todd County Board of Education, whether set forth in the TC Tots Staff Handbook, are applicable to TC Tots staff.

Thank you for being a part of the team!!!

**Purpose of Handbook:**

This handbook is designed to be a supplement to the Todd County Schools Personnel Policies for Classified Staff. It is to serve as a guide for TC Tots Employees. It is to be used in addition to the policies and procedures set by the Todd County Board of Education (TCBOE).

**Philosophy:**

TC Tots will strive to help children reach their fullest potential by providing developmentally appropriate activities to enhance physical, mental, and social skills. We believe children thrive best in a nurturing environment filled with warmth, gentleness, and patience, in conjunction with opportunities to explore and discover new experiences. We strive to build a partnership with our parents to ensure the child's best interest is at heart.

**Personnel Policy Administration:**

The Director has direct responsibility for administration of personnel policies and shall ensure that the current "Employee Handbook Personnel Policies" manual is available at all times to the staff and candidates for staff positions. Each staff member shall have access to the "Employee Handbook" and after reading it thoroughly, shall sign a statement that he or she has read and understands the policies and agrees to honor his or her obligation to adhere to the policies.

**Equal Opportunity Employment:**

It is the intent of TC Tots to abide by Federal, State, and Local laws at all times. The center does not discriminate in employment with regard to race, creed, national origin, political affiliation, marital status, age, gender, sexual orientation, or number of dependents. A staff comprised of people of varied religious, racial and cultural backgrounds is encouraged for the good of the center. No employee shall aid, coerce or conspire to cause a dismissal or resignation of another employee because of illegal discriminatory factors.

**Employee Classifications:**

Hourly pay rates will be set and determined by TCBOE, based on education and experience of the employee.

A.) Full time hourly: 40 hours a week.

B.) Part time hourly: 19 hours (or less) per week.

C.) Substitute: Will be used as needed. Subs will be used on an hourly basis, and are not eligible for benefits.

**Timesheets:**

Timesheets will be distributed by the Director. Employees will record hours they worked during the month and sign and return sheets to the center Director to be sent to the central office. Please be sure to document hours correctly. The center will maintain copies of timesheets for your reference. We expect that staff will be in their area ready to supervise children at the time they are scheduled to begin work.

**PayDay/Deductions:**

Pay schedules are set by Todd County Board of Education. Paychecks are direct deposited on the 25th of every month. All full time employees will receive a prorated pay. The days are calculated so employees receive evenly prorated checks beginning with your first check thru the final check of the school year including the summer checks in June and July.

**Breaks:**

All employees working an 8 Hour day will be allowed two 10 minute paid breaks and 1 hour, unpaid lunch break. Break times will be determined by the Director and may fluctuate on a daily basis, depending on the needs of the center. Please be prompt when returning from your break, as your tardiness will affect the breaks of your co-workers. We request your patience when waiting on someone to relieve you for your breaks.

**Work Week Schedule:**

The center is open from 7:00 am to 4:30 pm, Monday through Friday of each week during the 185 employment days worked by certified staff. The Director reserves the right to modify employee hours at anytime to fit the needs of the center. Hours, breaks, and lunch schedules are established by the Director and may be revised at any time contingent upon the needs of the center.

**Chain of Command:**

All staff members will report to the Director. The Coordinator will be in charge of immediate decisions in the absence of the Director. The Director has the authority to handle any state inspections, business needs, and any other necessary decisions. Staff should report to the Director before reporting to the Coordinator. The Director will report to Coordinator and the Superintendent of Todd County Board of Education.

**Flow Chart:**

In the event of staff absence the following flow chart will be used to determine who will oversee the needs of the center:

1. Kim Justice: Coordinator
2. Marilyn Knight: Director
3. Pam Slaughter: Lead Teacher

4. Sarah Morgan : Lead Teacher
5. Annette Baxter: Lead Teacher
6. Elizabeth Williams: Assistant Teacher/Floater
7. Nicole Tucker: Assistant Teacher

**Director:**

Appointment of Director will be based upon state qualifications and demonstrated competence for this position. This ideally includes supervisory experience, training in early childhood education at a licensed facility, experience in the field of child care and/or child development. It is critical that the Director build positive working relationships with the staff members of TC Tots as well as the parents of enrolled children. Applicants will be screened and interviewed by the Coordinator. The Director will report directly to the TC Tots Coordinator.

**Staff Assignments/Requirements:**

All staff members are employed subject to assignment or reassignment at the discretion of the TC Tots Director. Additional duties given to a staff member may be modified at any time. Staff members will be required to attend mandatory orientation, trainings, and staff meetings. The center will compensate employees at their hourly rate.

**Personnel File Requirements:**

Each staff member must complete the following for the Todd County Board of Education: Application for Employment, a Staff Information Form, a W-4, transcripts, and any other additional forms. Staff will be required to sign a yearly employment contract.

The following will be on file at TC Tots: Evaluations, training records, CAN checks, criminal background checks, application, resume, transcript, leave information, reference information, documentation of employment actions, training records, and letters from colleagues, parents, and children.

**Health Requirements:**

Employees must be free of any health problems that could interfere with the performance of assigned job duties or endanger the health, safety, or well being of the children. All employees must be able to visually and audibly supervise children. All employees must be able to lift children, bend from the waist, stoop, kneel, and squat and have a healthy back. All employees must be able to get up and down from the floor with or without reasonable accommodations. Employees are required to provide a Tuberculin test showing freedom from tuberculosis (Tb) at the time of initial employment by a licensed physician or clinic. Additional tests and/or examinations may be required from time to time at the discretion of the director. In the event of a positive tuberculosis test, the employee is required to present proof of follow-up action as recommended by a licensed physician or health professional.

**Supervision/Employee Evaluations:**

Employees will have regularly scheduled “supervision/coaching” time with the Director. This supervision will be used to help employees identify areas for professional growth and to promote self reflection from the employee. The supervision/coaching time and evaluations should help staff develop skills and assure that center policies and procedures are being followed. Staff members will participate the TCBOE classified evaluation process.

**Staff Training Requirements:**

State licensing regulations require each staff member to participate in 15 clock hours of child care training annually. All new employees are required to provide documentation of 6 hours of Orientation for Early Childhood Education Professionals, or to attend the training within the first 90 days of employment. The Director will make staff members aware of training opportunities throughout the year. Staff members are encouraged to seek additional training hours, including CDA and Commonwealth Childcare Credential; however, this is not required. Adequate staff will be required to complete CPR/First Aid certification. The Director may require trainings in addition to the state requirement as needed.

**Orientation/Meetings:**

All employees will be required to attend the annual orientation to be scheduled by the Director and Coordinator at the beginning of each school year. The knowledge you learn in orientation, you will apply in the classroom. The orientation and additional staff meetings scheduled by the director are mandatory and require the attendance of all staff members. In the event that a staff member misses a scheduled meeting, the staff member will be required to make up the missed meeting at a time scheduled by the Director.

**Attendance:**

All employees are expected to be reliable and punctual in reporting for work. Our goal is to provide consistency and stability for children, families, and staff; so all employees are expected to maintain prompt and regular attendance. Excellent attendance and punctuality are reflections of reliability and a positive work attitude. Both are an important part of performance evaluations. Reoccurring tardiness, excessive absence, and/or failure to provide adequate prior notice of absence without good cause, are grounds for disciplinary actions.

**Personal Absences:**

Full time employees will be awarded 10 sick days and 3 personal days. All unused days will roll into sick days at the end of the calendar year. Please give notification of absence as far in advance as possible.

**Sick/Emergency Call In:**

To facilitate scheduling, call the night before if feeling unwell. If you are feeling unwell at night, please contact the Director no later than 10 pm. If you become ill in the morning before work, call the Director before 5:30 am if possible. Direct personal contact with the Director is required; it is not acceptable to just leave a text message or phone message. Be sure you have contact information for the Director at all times.

**Holidays/Breaks:**

The center will be closed for holidays and breaks observed by the school district.

**Telephone & Computer Use:**

The outside line in the daycare is to be used for center business. It may be used by staff in the event of an emergency. Calls of personal nature should be conducted on the employee's break or lunch.

Computers and Internet access is provided to staff for work related projects.

**No Smoking Policy**

TC Tots is a smoke-free facility. Smoking is prohibited on TC Tots grounds.

**Workplace Safety/Security:**

It is important that you comply with all security measures, perform your duties in a safe manner and follow all established safety rules. We are all responsible for the safety of the children and our co-workers. Please make sure you alert the Director of any potentially dangerous situations regarding your own personal safety or that of the children or co-workers.

The center doors will remain locked at all times. Children must be under the direct supervision of center staff at all times. Please identify visitors before opening the center doors. It is the staff's responsibility to make sure the doors are secure at all times.

Staff members are required to ask for identification and compare it with child's emergency card, if someone from the staff is not familiar with who tries to sign a child out. Children will only be permitted to leave with individuals listed on the child's emergency card. Center staff may not transport children unless they are listed on the child's emergency card.

**Visitors:**

All visitors will be approved by the Director. Parents are welcome in the center at anytime and their involvement should be welcomed and encouraged. TC Tots maintains an open door policy for parents of enrolled children.

**Dress Code:**

Staff dress is a direct reflection of the center and the staff's attitude toward work. Please dress comfortably and professionally following the TCBOE dress code.

**Confidentiality:**

Confidentiality of children's records and information must be maintained at all times.

**Lesson Plans:**

TC Tots has adopted Creative Curriculum and Complete Daily Curriculum for Early Childhood as our curriculum. We also have thematic materials available for teacher use, as well as other child care resources. Lesson plans will be expected to be turned in to the Director on Friday each week. Teachers are expected to have specific learning objectives as well as cover specific academics subjects for each week. The lesson plans should reflect both of these areas.

**Outdoor and Recess Activities:**

Teach children in your area the playground rules.

**Workplace Readiness Students:**

Todd County Central High School students enrolled in the Family and Consumer Sciences program will be assigned to work in the center. These students must complete all state requirements to be in the center, including but not limited to background checks and Tb tests. Parental consent for background checks and Tb tests will be obtained for any minor students. Students are expected to complete duties assigned by the Director and teacher. Students are not permitted to use cell phones in the center and are expected to follow all school rules while in the daycare. Teachers will be responsible for reporting any inappropriate behaviors displayed by the student workers to the Director. Students will not be counted in the Staff: Child ratio and shall never be left alone with a child. Students are not permitted to discipline children in the center (Note: Telling a child "no" constitutes discipline.)

**Staff to Child Ratios:**

<b>Class Groups</b>	<b>Ages</b>	<b>Teacher : Child Ratio</b>
Infants	6 weeks - 12 months	1:5
Toddlers	12 months-24 months	1:6
Toddlers	24 months-36 months	1:10
Preschool	3-4 years	1:12
Preschool	4-5 years	1:14



**Disciplinary Action:**

In the event that an employee violates center policies, procedures, or instructions, disciplinary action may occur. Disciplinary actions and their severity will be determined at the discretion of the director in consultation with the coordinator and other district office staff as appropriate.

**Suspected Abuse or Neglect:**

Suspected abuse and/or neglect shall be reported to proper authorities as required by law. The Director shall be notified of all reports.

**Medical Emergency:**

- Determine extent of injuries.
- Perform first aid or CPR.
- Call 911 emergency medical services.
- Stay with child until medical help arrives.
- Notify parents or guardian- use emergency card information.
- Director or other employees of the center will accompany the child to the hospital if there is sufficient staff coverage at the center. If no one can accompany the child to the hospital, then the Director /Coordinator will confer with the hospital or parents as to the condition of the child.
- The Director will submit to the Cabinet of Health and Human Services an incident report form within 24 hours of the incident.

**Emergency Procedures:****FIRE DRILL / FIRE ESCAPE PLAN**

- When the alarm sounds, each teacher needs to follow the proper procedure to ensure a safe, orderly, and quick evacuation of the building. At the beginning of each month, teachers are expected to instruct their children on the appropriate evacuation route and correct evacuation procedure that should be followed when the alarm sounds. The map of the fire evacuation route must be posted on the wall/door at all times.
- All doors and windows need to be closed by staff. Children are to leave the building quietly and assemble at least 100 feet from the building. Each teacher/staff should determine the best way for their age group to exit and remain in a group.
- In the event of a bomb threat, instructions will be communicated by the Director.

**EXIT** Exterior door in classroom

**ALTERNATIVE EXIT/ROUTE** Interior door next to office.

**If smoke is present, crawl to the nearest exit available!!!**

**EMERGENCY BUILDING ~ EVACUATION PROCEDURES**

**Infant & Young Toddlers procedures:**

Nursery teacher/staff/volunteers should place five (5) infants in rolling transport upon hearing the alarm, unless there are enough adults to carry each infant out individually. Teacher/Staff should roll infants out of the classroom through the nearest emergency exit (see map on wall to locate nearest exit).

### **Toddler/preschool procedures:**

Teachers/staff should call children together upon hearing the sound of the alarm. Toddlers/preschoolers should line up when exiting the room/building. Teacher/Staff should guide toddlers and preschoolers as they exit the classroom through the nearest emergency exit (see map on wall to locate nearest exit).

### **General procedures:**

**Initiate above procedure and proceed with the following.**

- For evacuations, move away from the building at least 100 feet.
- Worker should pick up sign-in sheets.
- Worker should assign a staff member to check classroom and bathroom to make sure everyone has exited the room and follow the last crib out.
- Instruct the staff member to close the door and turn out lights when leaving the room.
- Once in designated area, staff should quickly take head count of children/volunteers.
- If the count does not match the number of children/volunteers on that day - notify director.
- Remain in the designated area until the proper personnel have notified you of the next step.
- All of this is to be done in a CALM manner so the children are not frightened
- Never stop to get coats, shoes, etc., leave immediately after hearing the alarm!

## **SEVERE STORM WARNING ~ ON SITE EMERGENCY SITUATION**

The Warning: **“The National Weather Service has issued a severe storm warning for our area. All children are to immediately take safety precautions as directed by your teacher/staff - take shelter now.”**

All children will be escorted to the interior hallway. They will assume the safety position (down with hands covering the head) near a wall - do not block the door. Always count heads and know the number of children/adults present!

## **TORNADO ~ ON SITE EMERGENCY SITUATION**

### **Action Plan:**

The Director will issue the “tornado warning” for the building. When the warning is issued, teachers/staff will follow the instructions as outlined for severe storms preparedness. An “ALL CLEAR” announcement will be announced TWICE to indicate the severe storm emergency is over and for children to resume normal activities.

### **Emergency Plan:**

The Director will determine the level of the emergency and notify appropriate authorities. Emergency response officials will take command upon arrival. Teachers/staff will be directed to isolate and secure damaged areas, administer first aid, provide support/counseling if needed, and assist in evacuation

procedures. Director will determine the need to evacuate the area and will decide to keep children at the center or send them home. Any communication from the school system to the media will be handled the Superintendent's Office. Never stop to get coats, shoes, etc., leave immediately after hearing the alarm. Always count heads and know the number of children/adults present.

## **EMERGENCY WEATHER ~ EVACUATION PROCEDURES**

### **Infant procedures:**

Nursery teacher/staff/volunteers should place five (5) infants in rolling transport upon hearing the alarm, unless there are enough adults to carry each infant out individually.

### **Toddler/preschool procedures:**

Teachers/staff should call children together upon hearing the sound of the alarm. Toddlers/preschoolers should line up to exit the room/building.

### **General procedures:**

- Worker should pick up sign-in sheets.
- Worker should assign a staff member to check classroom and bathroom to make sure everyone has exited the room and follow the last crib out.
- Instruct the staff member to close the door and turn out lights when leaving the room.
- All children will be escorted to the interior hallway. They will assume the safety position (down on knees with hands covering the head) near a wall inside the classroom - do not block the door - move away from areas with windows.
- Once in designated area, staff should quickly take head count of children/volunteers.
- If the count does not match the number of children on that day - notify director.
- Remain in the designated area until the proper personnel have notified you of the next step.
- All of this is to be done in a CALM manner so the children are not frightened.
- Never stop to get coats, shoes, etc., leave immediately after hearing the alarm. Always count heads and know the number of children/adults present.

## **EARTHQUAKE PROCEDURES / DRILLS:**

All schools conduct a minimum of 2 earthquake drills per year. The primary objective of drilling is to educate students/staff as to how to minimize the risk of injury. And to identify/address problems encountered during the drill itself.

### **Procedure (Indoors)**

When the announcement occurs for the drill - students need to quickly but calmly do the following:

1. Take cover under their desk or a table; or next to interior wall.
2. Sit on the floor and cover their heads and neck from falling debris.
3. Listen to teacher/staff for additional instructions.
4. An announcement will indicate the completion of the drill.

### **Procedure (Outdoors)**

When the announcement occurs for the drill - students need to quickly but calmly do the following:

1. Stay in open areas free from overhead hazards such as power lines, trees, covered walkways, concrete block walls and chain link fences.
2. Remain in safe area until further instruction is given - do not re-enter the building.

### **DURING AN EARTHQUAKE**

1. Follow the procedures - no announcements may be possible.
2. Take inventory of your surroundings and medical needs of children.
3. Stay where you are if it is safe - if it is not; scout a safe way to an interior room that is safer.
4. Guide students to a safer room in a calm manner.
5. Wait in a safe area for an administrator or designee to give further instructions.
6. KEEP children in a safe area with their heads and necks covered (Aftershocks).
7. If you are instructed to exit the building be aware of overhead hazards!

**AFTER AN EARTHQUAKE** You will be informed of what action will need to take place as soon as possible. What will happen will be determined in large part on the severity of the damage we experience and where damage exists. Once things are identified, you will be instructed as to what needs to occur. Remember, during the earthquake, it is important NOT to evacuate until you have been told to do so. If the fire alarm is pulled, do not evacuate the building unless the presence of fire is evident (smoke and dust are common in earthquakes).

### **LOCKDOWN PROCEDURES/DRILLS:**

A lockdown consists of moving all students off playgrounds and exterior buildings on the site and into the school grounds, securing all entrances and exits, and denying access to any unauthorized persons. All building occupants should be on the ground and out of sight from the hallway.

#### **General procedure:**

- Remain calm and stay with your students.
- Commence the lockdown immediately by locking all interior doors and exterior doors.
- Cancel all outside activities until notified by the school Director.
- Close all doors and windows and keep all blinds and curtains closed.
- Keep students and staff quiet and away from doors and windows.
- Maintain a calm environment through calm leadership. Reassure students and staff that everything possible is being done to return the situation to normal.
- If a gunshot or an explosion is heard, get everyone on the floor.
- Contact the office immediately if you have an emergency in your room.
- Do not allow students to be unattended at any time.
- Conduct frequent counts of all students and immediately report any missing students to the center director in charge.
- No unauthorized persons will be allowed in the building. If in doubt, request picture identification. If the person is authorized for entrance, escort them to the Main Office to sign in.

- Lockdown is to remain in effect until cancelled by the Director in charge and an all clear is announced.

### **SHELTER IN PLACE PROCEDURES/DRILLS:**

A shelter in place consists of moving all students off playgrounds and exterior buildings on the site and into the school grounds, securing all entrances and exits, and denying access to any unauthorized persons.

#### **General procedure:**

- Staff will remain calm and stay with their students.
- The shelter in place will commence immediately by closing and sealing exterior doors and windows.
- All outside activities will be canceled until notified by the school Director..
- Central air units will be turned off.
- No authorized persons will be allowed in the building.
- Shelter in place is to remain in effect until canceled by the Director in charge and an all clear is announced.

### **TC Tots Teacher (Instructional Assistant) Expectations:**

#### **A. Personal Qualities**

- Friendliness- Maintains a positive attitude towards others; alert to the moods and needs of others.
- Honesty- Truthful about hours, sick and personal leave, and other matters. Accepts responsibility for their own errors. Respects the property of others.
- Integrity- Maintains wholesome interpersonal relationships free of gossip about other staff or about parents.
- Punctuality- Keeps to agreed schedule, arriving promptly and honoring time limits of relief periods.
- Dependability- Performs responsibilities as promised. Uses work hours for center work. Self-motivated. Doesn't abuse privileges.
- Positive Attitude- Refrains from complaining openly. Discusses concerns privately with a Director.
- Appearance- Neat, well groomed, appropriately dressed, poised, and well mannered. Adheres to guidelines of the staff handbook.
- Patience- Exhibits self-control in dealing with others, avoids uncontrolled or abusive tone of voice.
- Enthusiastic- Projects and evident interest in the job.
- Team Player- This is a team effort, everyone plays an important role in the success of TC Tots.

#### **B. Relationships With Children:**

- Individualization- Shows awareness of and concern for personal differences among individuals in dealing with each child's needs, interests, and capabilities. Helps each child feel comfortable and special with an individual greeting upon arrival.
- Knowledge- Plans for a variety of activities developmentally appropriate to each age and accomplishment level; thereby fostering exploration, investigation, and creativity.
- Resourcefulness- Demonstrates creativity in designing programs and in use of materials.
- Flexibility- Able to work with individuals and groups of children equally well.
- Professional Manner- Uses appropriate language and relates behaviors to growth and development. Helps children build self-esteem. Frequently bends to eye level when talking with children.
- Responsibility- Monitors and assesses each child's growth, development, and performance; notes changes; maintains appropriate records and provides reports.
- Tolerance- Treats all children equally with respect, dignity, and empathy. Avoids prejudicial attitudes.
- Good Example- Portrays positive attitudes, including sharing, concern for others' feelings, interest in individuals, cooperation, etc.

#### **C. Professionalism**

- Personal Growth- committed to the ideal of continuing personal and professional development. Pursues studies and/or reading to keep current in the field of early childhood development.
- Loyalty- Supports the goals, objectives and philosophy of TC Tots. Adheres to policies, procedures, and state regulations.
- Integrity-Respects confidentiality of information.
- Cooperation- Committed to the concept of teamwork, shares ideas, materials, and services. Works in a comfortable manner with peers, Coordinator and Director. Offers guidance in positive ways. Willing to share responsibilities and assume others' tasks in emergencies.
- Friendliness- Maintains a friendly but professional relationship with parents and co-workers.
- Tolerance- Treats all parents equally and without favoritism, accepting all at their individual levels. Respects others rights to their individual ideas and points of view.
- Receptive- Willing to accept and accommodate new ideas and constructive criticisms.

#### **D. Overall Concern and Awareness**

- Safety and Health- Gives primary consideration to the health and safety of the children at all times.
- Organization- Keeps materials and equipment well ordered, presenting a neat and attractive appearance in the facility.
- Responsible- Respects the use and care of material and equipment, avoiding waste. Assumes personal responsibility for minor environmental problems overlooked by others.

#### **E. Additional Responsibilities: (to include but not limited to)**

- Attend all mandatory trainings.
- Encourage development of sound nutritional practices.
- Help children become aware of roles as integral members of a group.
- Attend parent/teacher conferences as needed.
- Supervise all activities to ensure safety at all times.
- Have Fun- Children will follow your lead. Relax and have a good time!
- Complete any additional tasks assigned by the Director.

### **TC Tots Director Job Description:**

The Child Care Director will:

- Maintain staff-to-child ratios in all classrooms.
- Interview/hire staff and manage staff according to each individual job description.
- Maintain program budget.
- Maintain all records for five years.
- Manage, conduct, and document staff meetings.
- Perform general office duties daily including reading mail and email, making and receiving phone calls, filing documents, managing database systems, and overseeing all office activities.
- Supervise all daily and weekly tasks including reviewing staff and children's schedules, observing classroom management, and overseeing curriculum implementation.
- Provide support for daily and weekly activities including approving time off requests, leading recruitment efforts and managing program calendars.
- Greet parents and visitors, answer questions, arrange meetings, lead tours, and perform other daily customer service tasks.
- Plan and implement family engagement activities.
- Oversee supply and food ordering to ensure compliance with state licensing regulations.
- Ensure all required paperwork for children, staff, and licensing are obtained and organized in a timely manner in accordance with state licensing regulations (including required emergency plans and drills.)
- Any other duties assigned.

### **TC Tots Lead Teacher Job Description:**

The Lead Teacher will:

- Prepare lessons that meet educational requirements in an age-appropriate manner, and teach in a manner that meets the needs for the ages and abilities of all participating students.
- Manage a busy classroom environment, and provide the structure and discipline required for successful learning for everyone in the classroom.
- Help children meet educational milestones through personalized instruction and other supplementary assistance.
- Collaborate with other teachers, instructors, and staff members to create an optimal learning and care environment.
- Provide helpful feedback to parents and guardians on a regular or as-needed basis.
- Work with diverse populations of children and adults from a wide variety of cultural, linguistic, and religious backgrounds.
- Prepare lesson plans for students according to the age, developmental maturity, and needs of the children being taught, while including fundamental vocabulary, simple shapes, basic colors, letters, and numbers into the curriculum.
- Address basic interpersonal skills, such as sharing, taking turns, and asking permission in the classroom.
- Other duties as assigned.

#### **TC Tots Assistant Teacher Job Description:**

The Assistant Teacher will:

- Assist the lead teacher with curriculum development (lesson plan) that is age appropriate for the children in the classroom
- Assist the lead teacher in implementing activities on the lesson plan and following the daily schedule
- Assist the lead teacher in observing and assessing children's behavior and progress
- Assist and engage with the children throughout the day
- Follow and implement health, safety and sanitation procedures throughout the day
- Maintain regulatory compliance

**Please refer to TCBOE handbook for any additional information not addressed within this handbook. This handbook serves as a supplement to the Board Policies and doesn't in any way override those policies or procedures.**

#### **TC Tots Staff:**

**Please refer to this handbook as needed. Please make sure you keep your handbook. You should have it in a location that is easily accessible to you at all times. Please remember all information**



concerning children at TC Tots is legally protected and shall remain confidential. Please do not hesitate to ask if you have any questions! Have a great school year!

\*TC Tots Employee Handbook was adapted with permission from the Gatorland Learning Center Employee Handbook and Personnel Policies.

### TC Tots Employee Handbook Orientation

I \_\_\_\_\_ have read and understand the contents of this employee handbook. I agree to abide by the staff requirements and expectations outlined in this handbook. I understand that if these expectations are not upheld, disciplinary action could be taken.

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date