

Our Goal: There's a little slogan on our website. "We are here to serve moms and enrich children".

We want to be a place that kids have a good time playing, hear about the Lord, and are encouraged to be great kids! We will be focused on blessing moms by taking care of their kids. SBC MDO is a service; these families do not have to stay if they don't want to so we will be sure to give them the best experience!

- **Dress Code:** Cute but workable! We want parents confident and comfortable with you when they see you. Casual church clothes-ish?
 - Jeans, khakis, capris, bermuda shorts, skirts, dresses
 - No printed t-shirts (Tyler's or Judah's Fun Run)
 - No yoga/sweat pants
 - Be sure that your tummy or back will not be showing when you're bending and sitting.

Staff stuff


- **Time-** teachers arrive 8:45, no later than 9:00. To be ready for a great day 8:45 is the sweet spot to be prepared and minimize stress (mine and yours).
 - Cell phones can be on and notify, I know we all have families and responsibilities. However, phone usage/screen time needs to be near zero. We're here to teach and keep children super safe and engaged.
 - Professional and presentable
- **Cleaning Responsibilities**
 - ***** Take trash out Tuesday and Thursday after work.**
 - Hand washing
 - Spray and wipe table after snack/lunch
 - Vacuum crumbs
 - Collect and spray and wipe toys that were in mouth
 - Store all SBC Mom's Day Out items in the cabinets and drawers that are "ours"
 - Spray toys with bleach water
 - **Workroom-** Return all workroom supplies and activities to the cabinets on Thursday in the right spots. The boxes are labeled with their spot. Please put it in the right space and with the label showing.
#picky #petpeve
- **Arrival and Dismissal**
 - 9:15 am- We gather for a quick staff face to face meeting, announcements and pray
 - Arrival - 9:25-9:40- One teacher will be at the door to greet moms and kids.
 - Dismissal- Afternoon
 - have the backpacks ready and in the hall by 2:15.
 - Kids doing a "table activity"
 - One teacher will stay by the door so you can get the kids out rapidly.
- **Classroom set up/take down**
 - We have loads of activities and "furniture" to be used in our storage room.
 - Classes need to be returned to Sunday school status Thursday afternoons
- **Safety**
 - There should be eyes on kids at all times. Be strategic with diaper changes and still being able to watch the kids. It only takes seconds for the kitchen to be knocked over or clonk someone on the head.
 - When walking in the halls, an adult in front, facing backward, and an adult at the end. This means that both teachers are watching kids.

- Count noses every time you exit the classroom, arrive and back in the classroom. It's a lot of counting, but some kiddos are very curious about the other classrooms and it is not ok for them to wander away. If you arrive without one of the kiddos, then something has gone awry. The expectation is that eyes stay on kids, so if someone tries to wander (sneak?) off you'll see it happen and fix it immediately.
- Some accidents are avoidable with supervision and monitoring. Please be vigilant in watching and supporting kids in their activities.
- Talking (hollering) across the room is rarely impactful, proximity is very impactful.

TV Usage:

- Youtube login that doesn't have ads- please login!
 - mrsleeteaches@gmail.com PW- mdoMusic!!
- Music playing in the background that does not have animation playing. YouTube videos end up being watched instead of active in their playing. Parents have asked if they "watch TV all day" Definitely not. I know that! But YouTube lends itself to watching, rather than learning.
- **Rest time (non sleepers)** 40 mins
 - Any show watched during "downtime/naptime" to be a Christian show or educational
 - Examples: Minnow, Saddleback kids, beginner's Bible, Veggie Tales, Superbook, Wild Kratts, Daniel Tiger, Magic School Bus, "PBS Kids" is a way to search.
 - Rest
- We won't be watching movies (Frozen, Mario Bros, etc.) Some of our kids are super sheltered and not allowed to watch Disney or get enough of it at home so at school we'll be very intentional, Biblical and educational.

Pictures:-take pictures during the day!!!

- Try to get pictures that will show off the great learning as well as their peer interactions.
 - Make moms smile
 - Kids are smiling/happy/busy
 - Make you, Ms. Teacher, look good
 - Shows what they're doing and what you planned
- Photos need to be "landscape" 
- Short videos are cute too!! They just need to be 10 seconds or less. NO teacher talking! (Its sooo loud!)
- NO pictures of lunch/snack time or recess... moms see that all the time, ya know?

To upload pictures begin here: www.SBCmoms.com/pics

- Click the 3 lines, top right on your phone and login
 - Login- Joy@SBCmoms.com
 - Password #SBCMDOpix!
- Then select the right classroom gallery (drop down where it says "create a new gallery")
- Browse
- Upload

Classroom structures:

- **Prayer:** Southlake Baptist is a "Praying church" and developing that mentality in all levels and programs. I hear teachers doing a GREAT job of praying before snack/lunch. I'd like us to find one or two more opportunities in the day to pray. What comes to mind is at circle time to pray for the day and thank God for various things. Older classes can participate with any "requests" (their cat's foot is swollen, haha) or things they are thankful for. Younger classes will be learning what it looks like and sounds like to talk to God.

Folders Each day teachers will fill out the folders to give parents some feedback.

- The note section can be left blank: The folders should be as positive as possible. Kids will be kids, and things will happen, but part of why the kids are here is so that mom doesn't have to worry about them. If something major happens then mom will need to know, but if they're tossing food on the floor, or they yelled at someone, please deal with it in class and don't worry mom about it.
- If you think mom should know, but you're not sure, ask me and we'll figure it out together!

• **Circle time:**

- Gather with students (all ages) and discuss/sing/talk about:
 - Day of the week
 - Letter, number, color, shape of the week
 - Read Bible story and talk about God's plan and love
 - Introduce new centers and the expectation for the centers (what it looks like and sounds like)

• **Centers:** all classes have centers!

- ***You are considered a "center". You and 2 or 3 kids would do a center together, and they can do a little more/harder thing with your assistance.
- A variety of centers at various places in the classroom is important.
- Management of centers is critical.
- Please consider with your partner where you want to sit to manage/monitor kids and the various activities.
- ***Talking (hollering) across the room is rarely impactful, proximity is very impactful.

• **Parent Handbook-** let's check it out

• **Curriculum Talk!** Let's turn to the curriculum for the fall.

For First Week-

- Have the handbook and pick up signs ready for them to take home. (keep their folders)
- Please learn mom's names. It's so homey and trusting when you know their names.
- Younger classes will likely have a lot of tears, be strong, be prepared! Make the room as exciting and inviting as possible. #veggiestraws

To Do List today (first days of school, August list)

- Return all toys that have the workroom labels on them. If you want a classroom set to keep, just email me the link and I'll purchase it for your class.
 - It's meant to be used by all classrooms. If you think it's not used by all let's talk about it, please don't keep it.
- Clean out cabinets! I'll take any unwanted stuff and make decisions about it.
- Paper clip together the parent handbook and pick up cards
- Set up for the week, "cubby" stuff- hooks, boxes and names
- Find and familiarize yourself with your supplies
- Rearrange your class the way it feels right to you!
- Get activities and snacks for Meet the Teacher
- Write up the schedule you'll be starting with for the year.
- Email Jean a written list of anything you're lacking or wanting- Director@sbcmoms.com

Please sign, date and return the portion below confirming that you've read and understand the teacher goals for SBC Mom's Day Out.

Name: _____ Date: _____

Signature: _____