

# Extended Day Services

## Staff Handbook

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## Job Overview

### Job Descriptions

#### Lead Site Director

The responsibility of a lead site director is to provide leadership for the parents, children and staff. You should provide guidance and direction to your staff on a daily basis and manage the day to day operations of the program. The job of the lead includes, but is not limited to, the following:

- Communicate with parents/staff regarding children's behaviors and possible behavior modification plans, and major/minor injuries.
- Communicate with your Director all parental concerns, children's behaviors, staff performance, etc.
- Build a positive rapport with your parents, staff and school personnel.
- Work as a team and respect your fellow teachers.
- Follow all EDS teacher responsibilities. (below)
- Model all EDS policies for your staff.
- Attend monthly lead meetings, hold monthly program meetings, return monthly paperwork and old supplies, pick up new paperwork and supplies. (**school year**) / Hold two program meetings, return weekly paperwork and old supplies, pick up new paperwork and supplies. (**summer**)
- *Train all staff in all day to day responsibilities (including your own) in case of absence.*
- *Maintain a staff hierarchy list and be sure everyone knows the hierarchy. Communicate the hierarchy list with staff when taking vacation days to avoid confusion among staff.*
- *Maintain the DHS (DPW) regulations at your program location.*
- *Be present for and lead all DHS (DPW) inspections. Please do not request time off during your site's inspection month. Only true emergencies will be granted.*
- *Observe staff formally/informally, evaluate staff two times a year (school year), evaluate staff one time per summer (summer), and retrain them when necessary*
- *Send out mid-month emails to your staff highlighting important site information.*
- *Observe the program and the effectiveness of the daily procedures. (make changes when necessary)*
- *Create monthly [SmugMugs](#)*

#### Teacher

The responsibility of a teacher is to create a safe, positive, and friendly environment for children, parents, staff, and school personnel. The job of a teacher includes, but is not limited to, the following:

- Create a safe, positive, and friendly environment with children, parents, staff, and school personnel.
- Communicate all concerns, issues or problems to the Lead.
- Build a positive rapport with your parents, staff and school personnel.
- Work as a team and respect your fellow teachers.
- Understand and complete all jobs that relate to the day to day operations of the program.
- Veteran staff will provide administrative and program assistance to co-workers.
- Keep the program DHS inspection ready at all times: know children's names, ages, grades, maintain head counts.
- Follow all EDS policies.
- Attend all mandatory program meetings. (**school year**) / Attend two summer program meetings (**summer**)
- Complete 6-8 hours of required DHS training yearly. (**school year only**)
- Fill in for the Lead as necessary.
- Substitute at other EDS sites when coverage is needed.

### Job Responsibilities

#### What are my most important responsibilities with children?

1. Safety! You must always be able to **SEE** and **HEAR** the children in your group at **ALL** times.
2. Know the **number of children** in your group and be able to identify **names and grades**.
3. **NEVER** allow a child to leave your group for any reason unless they are being accompanied by another teacher who is taking responsibility for the child. (Ex. a Lead Teacher taking the child to the bathroom or taking a sick child to be with her.)
4. Be actively involved with the children both indoors and out - create teachable moments.

5. Create a happy environment that promotes social and academic growth.
6. Carry your **Teacher Binder with you** at all times. Follow and implement the daily plans and adhere to the time/room schedule.
7. Help children resolve conflicts and problems with your guidance.

### **What are my responsibilities within the programs?**

#### **All Programs**

1. Adhere to ALL DHS regulations at ALL times.
2. Follow the written plans each day.
3. Supplement the written plans with your own ideas and projects as you wish. (Please do not **substitute** your plan for a written plan)

#### **Before/After School**

1. Be actively involved with the children and activities each day.
2. Be actively involved in planning and implementation of party days at your site.

#### **K-Plus**

1. Our K-Plus philosophy is active and hands-on. Please do not give the children any worksheets that are not supplied to you by EDS.
2. The K-Plus Yearbook that is sent home with each child is a compilation of the child's work from the entire school year. EDS will supply a white binder for this purpose. You may be creative with this but it must show growth, personal artwork, a photo of the child or the group, a variety of different mediums, and a project from each month in the school year.

### **What are my responsibilities with parents?**

1. Interact with parents DAILY by offering positive feedback concerning their child. (i.e.: "Johnny had a great day today!", "Have a good night.")
2. Speak to the Lead before discussing any problems concerning a child with the parents.
3. DO NOT work for families currently enrolled in an EDS program.
4. DO NOT date parents who have a child currently enrolled in an EDS program.

### **What are my responsibilities with other staff?**

1. Check with your Lead before signing out daily.
2. Work cooperatively as a team.
3. Avoid any inappropriate interactions with other staff members. (i.e. any interaction (horseplay), conversations (gossip), or contact that does not relate to the work environment)
4. DO NOT discuss children or child-related issues in front of other children, parents, etc. (Any difficulties with children are PRIVATE matters and are to be discussed in private with the lead teacher or Director.)
5. DO NOT date other staff members who are currently employed by EDS.

### **Job Performance**

#### **Is there a probationary period?**

All EDS staff must serve a 1 month probationary period. During this time, the Director will evaluate each staff member's performance and ability in his or her position. All staff is expected to be familiar with the information in the parent and staff handbooks. At the end of 1 month period each staff member will either be offered a permanent position with EDS or released from employment.

#### **Will my job performance be evaluated and what criteria will be used?**

Teachers are informally evaluated each day by their Lead Site Director. Several times per school year and once per summer you will be formally evaluated. We use these written evaluations, in conjunction with other measures, to determine merit pay increases. Please [click here](#) to see Evaluations of Before/After, K-Plus and Summer Teachers.

## Staff Policies

### Appearance

#### What if I have tattoos?

Any staff member with tattoos must keep them covered at all times.

#### What about shaving?

Male staff members must be clean shaven unless they have a mustache or beard.

#### What if I have a beard or mustache?

Any staff member with a beard or mustache must keep it neatly trimmed.

#### What about hair length?

Male staff members who have chin-length hair or longer must keep it pulled back in a pony tail at all times.

### Bonuses

#### Does EDS offer a bonus for recommending new staff?

Yes. Each current staff member who recommends a new staff member will receive \$100 bonus provided the new staff member works for at least three complete months.

### Cell Phones

#### Can I use my cell phone while at work?

You may NOT use your cell phone or have it visible while at work. They must remain out of sight and off. Using your cell phone for any reason including making a call, texting, checking messages, or checking the time will result in disciplinary action.

#### What if I need to check the time?

You may NOT use your cell phone to check the time while at work. Please wear a watch if you need to check the time.

#### What if my family needs to contact me in an emergency?

Please give your family the phone number for your EDS site if they need to contact you in an emergency.

### Confidentiality

#### Are their confidentiality issues with child and parent information?

Yes. Personal information about a child or parent may **NOT** be shared with anyone except your Lead or an EDS administrator. **HIPPA laws restrict you from sharing ANY health-related issue with anyone whom a parent has not authorized.**

#### How should I discuss issues about children, parents, etc. with other staff?

Do NOT discuss children or child-related issues in front of other children, parents, etc. Any difficulties with children are PRIVATE matters and are to be discussed in private with the lead teacher or Director.

#### Can I talk to a parent about a child that is not theirs?

No. You may not share any personal information about another child, parent or family with another parent. You may not use names or anything else that would identify the child.

#### Is it OK to give out my email or cell phone information to children or parents?

No. You must maintain a professional relationship with children and parents at all times. There may be NO contact with children outside of program hours. Do not give out personal information including cell phone, Facebook info, email addresses, etc.

#### Is it OK to have a Facebook or other social media account?

Only keep a Facebook or similar account if set to the highest privacy settings. Children must not be able to gain access to your Facebook.

#### Is it OK to take photos or videos of the children?

No. Do NOT take photos or videos of the children except with the EDS digital camera to be used in a SmugMug. Teachers are NOT permitted to take photos or videos of children on their personal cell phones or cameras and are NOT

permitted to share on social media. (If you would like to photograph an activity for your personal portfolio, please contact your director and let her know. In this case, faces of children or personal identification is still not permitted.)

### **Is it OK to talk about my personal life with the children or in front of the children?**

No. Do NOT talk about your personal life with the children or in front of the children to another staff member. It is not appropriate to speak about any "adult" topics including girlfriends/boyfriends, bars, concerts that are not age appropriate for children, etc.

### **Are my pay rate and merit increases private?**

Yes. Only you and the EDS directors are aware of your pay rate and merit increases. Please do not share this information with other staff members.

## **Disciplinary Action**

### **What is the disciplinary process?**

EDS staff agree to adhere to all EDS policies and procedures and understand that non-compliance with any of these policies is grounds for dismissal. Depending on the severity of the infraction, a staff member may be dismissed immediately, at the discretion of the Director, or the following steps will be taken:

1. The Lead/ Director will send **an email explaining the problem** and ask the staff member to please correct the issue.
2. If the issue continues, the Lead / Director will complete a **Corrective Action Plan** and will discuss the plan with the staff member
3. If the problem is not rectified, the Director will complete a **Notice of Infraction** and will discuss the situation further with the staff member. If the staff member needs to learn a different approach or technique, then we will role play these scenarios at this time.
4. If the problem is still not rectified, then the staff member will be dismissed from employment with EDS.

### **What is a Corrective Action Plan?**

A [Corrective Action Plan](#) is a form used by Leads or Directors as a preliminary step to make staff aware of issues with their job performance. This may include concerns involving procedural site operations, the *EDS Staff Operations Manual*, insubordination, etc.

### **What is a Notice of Infraction?**

A [Notice of Infraction](#) is a form used by Directors as a secondary step in making staff aware of issues with their job performance. This may include violations involving procedural site operations, the EDS "Staff Operations Manual", insubordination, etc.

## **Dismissal**

### **For what reasons may I be dismissed?**

Reasons for dismissal include, but are not limited to, the following:

1. Failure to abide by the staff handbook procedures.
2. Sexual harassment of the children, parents or other staff members.
3. Verbal, physical, or sexual abuse of any child.
4. Poor attitude toward the children, parents, or other staff members.
5. Failure to remedy shortcomings in your performance that have been previously discussed with you by the director.
6. Being late for or calling off work.
7. Using your cell phone for any reason including making a call, texting, checking messages, or checking the time. (Please wear a watch)

## **Dress**

### **Should I wear a nametag?**

Wear your EDS nametag every day. Wear nametags up high so they can be easily seen. EDS will provide nametags.

### **What should I wear if I work in the K-Plus Program?**

Dress according to the school district dress code (business casual) if you work during school hours in the K-Plus Program.

### **What should I wear if I work in the Before or After School Program?**

If you also work in the K-Plus program, you may wear your school day outfit. If you only work before or after school, you may wear khaki or denim pants, skirts, or shorts. Dress in conservative clothing. Staff may not wear short shorts, short skirts, or low waist pants. Dress in tennis shoes or other comfortable shoes that you will not mind getting dirty or wet.

### **What should I wear if I work in the Summer Program?**

Wear the red EDS polo shirt provided to you and khaki or denim pants, shorts or skirts. Dress in conservative clothing. Staff may not wear short shorts, short skirts, or low waist pants. Dress in tennis shoes or other comfortable shoes that you will not mind getting dirty or wet. Do not alter your staff shirt (cut or tie) in any way.

### **What should I wear to the pool in the Summer Program?**

Wear a conservative swimsuit to the pool. (Females- One piece bathing suits only. No bikinis or tankinis. Males- Swim trunks only. No cut offs or Speedos.) Wear the colored camp hat and red EDS polo shirt to the pool.

### **What if I want additional EDS shirts?**

EDS will provide 2 short sleeve shirts in the summer. Additional short sleeve shirts may be purchased for \$10 (S-XL) and \$13 (2XL and up).

### **Emergency Phone Numbers**

**Kelly Chaney** Cell - 412 853-0179

**Michele Kutsenkow** Cell - 412 403-5344

**Kristen or Jessica** Office - 412 221-1980

### **Employment Paperwork**

#### **Where do I find all the employment paperwork I need?**

All employment paperwork necessary to work with EDS can be found under [Employment Forms](#) on the **Staff** tab. The **Employment Checklist** will give you all the information you need to compile your paperwork.

### **Health Insurance**

#### **Does EDS offer health insurance?**

Extended Day Services offers UPMC group health insurance coverage. Staff members working at least 30 hours per week may participate.

#### **Am I eligible to receive health insurance?**

You are eligible to receive group health insurance coverage through EDS in your fourth month of employment provided you have worked for EDS for three full months, that you work a minimum of 30 hours per week, and that you contribute your share of the cost of the current health insurance. This amount is deducted from your pay each month.

#### **Can my eligibility for health insurance change?**

Your eligibility for health insurance will change if the number of hours you work falls below 30 hours per week or 120 hours per month. Your eligibility will also change if you are off work for more than two weeks in a row. If this situation arises, and you intend to return to work, you may be eligible to maintain your health insurance coverage if you pay both the employee and the employer portion of the premium until you return. EDS must receive payment for your health insurance premium by the 15th of the month for the following month.

#### **Where can I read more about the current health insurance plan?**

[Click here](#) to read more about the plan.

#### **How do I enroll in the health insurance plan after I am eligible?**

Fill out a [Medical Insurance Enrollment Form](#). Return your completed form to [EDS-Office@comcast.net](mailto:EDS-Office@comcast.net) by the 15th of the month to receive benefits beginning in the following month.

### **Leaves of Absence (FMLA)**

#### **Am I eligible for a Leave of Absence?**

A staff member is eligible for a Leave of Absence if he or she has worked for EDS for at least 12 months and has worked at least 1250 hours during the preceding 12 month period.

#### **How much leave am I eligible to take?**

Eligible full-time staff may take up to 12 weeks of unpaid leave in a 12-month period for specified family and medical reasons.

### **What are eligible reasons for taking leave?**

The birth of a son or daughter or placement of a son or daughter with the employee for adoption or foster care; To care for a spouse, son, daughter, or parent who has a serious health condition; For a serious health condition that makes the employee unable to perform the essential functions of his or her job; or For any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or call to covered active duty status.

### **How much notice must I give?**

A staff member must request leave 30 days in advance when leave is foreseeable and provide enough information for EDS to reasonably determine whether the FMLA may apply to the leave request.

### **What happens when I return from leave?**

Upon return from leave, staff will be restored to his or her original job or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment.

### **What if I have EDS group health insurance?**

If a staff member is enrolled in group health insurance coverage, the insurance coverage will continue while the staff member is on leave under the same terms and conditions. The staff member is responsible for paying EDS his portion of his monthly insurance premium while on leave. EDS must receive the staff member's portion of the health insurance premium by the 15th of the month for the following month.

## **Lunch**

### **What do EDS teachers do for lunch?**

**During the school year**, K-Plus staff can either pack a lunch from home or purchase a lunch from the school. Teachers will sit with their K-Plus group during lunch time.

**During the summer**, staff must pack a lunch and drink daily. Your lunch can be refrigerated while at camp. You will sit and eat with your assigned group during lunch time.

## **Paid Time Off**

### **What is Paid Time Off (PTO)?**

Paid Time Off is a program by which all EDS employees earn time off to be used any way they wish.

### **Am I eligible for PTO?**

All EDS staff members who work during the school year are eligible for PTO. EDS Staff who ONLY work during the summer months are NOT eligible. However, any staff member who works during the summer and then CONTINUES employment with EDS into the school year will receive PTO based on their summer hours if they work a minimum of 3 months into the school year. (Ex. you work June through Aug and then continue your employment into the school year. In this case you would receive your summer PTO hours in Dec for all of the summer hours you worked. You may use these hours or accumulate them for the future.

### **How does PTO work?**

Each EDS staff member accumulates PTO hours at a rate of 2% of total hours worked each month. This is approximately equivalent to 40 hours per year for a full time employee or 20-25 hours per year for a part-time employee (working 20-25 hours per week). You may use hours as available or accumulate hours for future use.

### **Can I use my PTO hours if I am ill?**

Yes, you may email Kristen at [eds-office@comcast.net](mailto:eds-office@comcast.net) and let her know which day you were sick and how many PTO hours you would like to apply.

### **Do my hours ever expire?**

Earned PTO hours do not expire and may be carried from year to year. However, you will forfeit any accumulated PTO hours if you do not give two weeks written notice upon resignation or if you are terminated due to a violation of your employment contract.

### **How much advance notice do I need to give?**

You must request time off 2 weeks in advance and your request is subject to approval from the director.

### How many work days can I miss during the SCHOOL YEAR?

EDS expects that you will not miss more than 6 work days (3 personal days, 3 sick days) during the school year. (If a staff member misses 3 or more days in a row due to illness, a doctor's note must be provided) A scheduled vacation of 5 days will be considered in addition to these 6 days. However, you may not request off more than 2 consecutive weeks at a time. Missing more than 6 non-vacation days will be considered excessive and a meeting will be scheduled with your director to discuss the situation. If the issue continues, please see [Disciplinary Action](#).

### How many work days can I miss during the SUMMER?

Summer staff may choose the summer schedule for which they are available provided it includes our weekly pool day at your site. EDS expects that you will not miss more than 2 work days during the summer. A scheduled vacation of 5 days will be considered in addition to these 2 days. However, you may not request off more than 2 consecutive weeks at a time. After weekly work schedules are emailed each Wednesday, we expect you to honor your committed days for the following week. You are expected to find a replacement staff member for any day you are scheduled and then cannot work.

### How do I use my PTO hours?

In order to use your PTO hours please do the following: Email your Director, either Kelly Chaney at [kchaney.eds@comcast.net](mailto:kchaney.eds@comcast.net) or Michele Kutsenkow at [mkutsenkow.eds@gmail.com](mailto:mkutsenkow.eds@gmail.com) to get approval to take a day off. After the day has been approved, email Kristen at [eds-office@comcast.net](mailto:eds-office@comcast.net) the specific dates that you're off and the number of PTO hours you want to apply. Please be specific with your dates and number of hours!

### Payroll

#### How often do I get paid?

Staff are paid on the 15th and last business day of the month.

#### How do I enter my hours?

Staff are responsible for entering their work hours into the [Staff Hours Program](#) found on the "Staff" tab on the EDS website. If you deviate from your assigned work schedule (sick, traded shifts, arrived late, etc.), you **MUST** include a note in the **Staff Hours Program** when you enter your hours:

If you are **sick** - enter your scheduled arrival time as your arrival AND departure time (7 AM-7 AM "off sick")

If you **trade shifts with someone** - enter the hours you worked (12 PM-6 PM "traded shifts with Ann Smith".

If you **arrive late or leave early** - enter the exact time you arrived or left and include ("arrived late" or "left early")

#### What is the deadline for entering my work hours?

Work hours must be entered for the week prior to 9 AM on the following Monday.

#### What if I miss the deadline?

If you do not enter your hours by 9 AM on Monday for the previous week, the program will not allow you to enter your hours and you must come to the EDS office to enter them. Any hours entered after the end of the pay period will be paid in the following pay period.

#### Are my checks deposited directly into my bank account?

Yes for permanent staff, all EDS paychecks are deposited directly. (The first check will be mailed) Please supply EDS with a voided check so we may set up the process. Checks for staff who are **ONLY** working during the summer months are **NOT** deposited directly. Summer staff will receive a check by mail to the address provided on your summer application.

#### Are my pay rates and merit increases private?

**ONLY** you and the EDS directors are aware of your pay rate and merit increases. Please do not share this information with other staff members.

### Requesting Time Off

#### In the SUMMER -

##### How do I request a day off?

- Staff schedules are prepared each week and emailed to all staff on Wednesday for the following week.
- All requests for days off must be submitted by **Monday at 6:00 PM for the following week** to [jhroberts66@comcast.net](mailto:jhroberts66@comcast.net) . If we do not receive your request by this time, then you are responsible for finding your own replacement for your shift. You may find another staff member by emailing the group to see if anyone is willing to cover for you.

- Please try to help your fellow teachers by covering a shift if you are able. You never know when you will need to ask someone to cover for you!

### Can I pick up extra shifts?

We really appreciate teachers taking shifts for teachers who cannot honor their scheduled shift. However, please do not go over 40 hours per week without obtaining permission from your director (Kelly or Michele)

### In the SCHOOL YEAR -

#### How do I request a day off?

- Staff must refer to the [EDS calendar](#) prior to requesting a day off.
- No more than 3 staff members will be given the same day off.
- [Staff schedules](#) are **posted to the EDS website** each week for the following week.
- You must make any requests at least two weeks prior to the day needed.
- Requests are honored in the order in which they are received.
- Requests for days off must be emailed to the director in charge of the district in which you work:  
**Kelly Chaney** ([kchaney.eds@comcast.net](mailto:kchaney.eds@comcast.net)) oversees Upper St. Clair, Peters Township and South Park.  
**Michele Kutsenkow** ([mkutsenkow.eds@gmail.com](mailto:mkutsenkow.eds@gmail.com)) oversees South Fayette, Chartiers Valley, Keystone Oaks, and Beaver Area.
- Upon approval, you will receive an email and your name will be added to the EDS calendar.

### Sick Days/Personal Days

If you have an emergency, you must speak with your Lead Teacher or an administrator directly PRIOR to the time you are expected at work. You may **text** but you **must receive a reply**. Please continue to try to reach someone until you receive a response. You may NOT leave a voice mail or email. Please see below for phone numbers.

**Kelly Chaney** Cell - 412 853-0179  
**Michele Kutsenkow** Cell - 412 403-5344

**Kelly, Michele, Kristen or Jessica** Office - 412 221-1980  
**Beaver - College Square** (724) 531-5802

**Chartiers Valley - Primary** (412) 758-6637  
**Chartiers Valley - Intermediate** (412) 616-2368

**Keystone Oaks - Aiken** (412) 522-3460  
**Keystone Oaks - Dormont** (412) 522-2604

**Peters Township - Bower Hill** (724) 941-5451  
**Peters Township - McMurray** (724) 941-5500  
**Peters Township - Pleasant Valley** (724) 941-5525

**South Fayette - Elementary** (412) 853-0062  
**South Fayette - Intermediate** (412) 522-4411

**South Park - Elementary** (412) 780-5634

**USC - Baker** (412) 420-0071  
**USC - Eisenhower** (412) 831-6359  
**USC - Streams** (412) 770-8356  
**USC - Boyce** (412) 841-1367

### What if I'm sick and can't come to work?

If you are sick or have any other emergency, you must speak with your Lead Teacher or an administrator directly PRIOR to your absence. You may NOT leave a text message, voice mail, or email. Please see phone numbers above. During the school year, you must still make an entry in the [Staff Hours Program](#) for this day even if you do not work.

### What if I'm going to be late to work?

It is crucial that you are on time for work. However, if you will NOT be on time for work for any reason, you must speak with your Lead Teacher or an administrator directly PRIOR to the time you were supposed to arrive. You may NOT leave

a text message, voice mail, or email. Please see phone numbers above. You must enter a note in the [Staff Hours Program](#) for this situation.

### Can I trade shifts with someone?

You may trade shifts with someone at your worksite if you first clear it with your Lead Teacher. You must make an entry in the [Staff Hours Program](#) for this situation, noting the change.

### How many work days can I miss during the SCHOOL YEAR?

EDS expects that you will not miss more than 6 work days (3 personal days, 3 sick days) during the school year. (If a staff member misses 3 or more days in a row due to illness, a doctor's note must be provided) A scheduled vacation of 5 days will be considered in addition to these 6 days. However, you may not request off more than 2 consecutive weeks at a time. Missing more than 6 non-vacation days will be considered excessive and a meeting will be scheduled with your director to discuss the situation. If the issue continues, please see [Disciplinary Action](#).

### How many work days can I miss during the SUMMER?

Summer staff may choose the summer schedule for which they are available provided it includes our weekly pool day at your site. EDS expects that you will not miss more than 2 work days during the summer. A scheduled vacation of 5 days will be considered in addition to these 2 days. However, you may not request off more than 2 consecutive weeks at a time. After weekly work schedules are emailed each Wednesday, we expect you to honor your committed days for the following week. You are expected to find a replacement staff member for any day you are scheduled and then cannot work.

## Staff Meetings

### Do I need to attend any staff meetings?

EDS holds monthly staff meetings. Sometimes meetings are held at your worksite; sometimes they are held at an offsite location. All staff meetings are paid and present crucial information you need to perform your job and; therefore, all staff meetings are MANDATORY. EDS staff meeting dates can be found on the **EDS Calendar**.

## Training

### Do I have to attend an orientation?

EDS holds both school year and summer orientation. At these meetings we will provide first aid, CPR, and fire safety training, and in the summer, water safety training. In addition, you will learn what is expected of you in your position and details about how to perform your new job. If you miss these trainings, you are responsible for finding and attending these trainings elsewhere in Pittsburgh on your own time. You will also be at a disadvantage on your first day of work.

### Do I need to complete any online trainings?

- **During the school year**, all EDS staff are required to complete the online trainings listed on the [School Year Training](#) page prior to starting with EDS. In addition, staff are required to complete six hours of online training by January 31 each year. Six hours of this training should only take about two hours to complete. If you complete these trainings by January 31, you will receive an additional three hours of pay. Please complete the specific trainings assigned by EDS. It is important that all EDS staff have certain trainings according to our governing agencies.
- **During the summer**, all EDS staff are required to complete the online trainings listed on the [Summer Training](#) page.

### Will any of my annual online trainings for EDS count toward my required Act 48 hours?

Yes, the lessons you complete through the Better Kid Care website for EDS training do count for Act 48 hours. The link below provides more information about how to get Act 48 credit for those hours.

<http://extension.psu.edu/youth/betterkidcare/early-care/ceus-and-act-48-for-professional-development-credit/act-48-hours-for-certified-pa-educators>

## Work Schedule

### Where do I find my work schedule?

- **During the school year**, you will find your work schedule on the EDS website under the **Staff** tab - **Staff Work Schedule**.
- **During the summer**, your work schedule will be emailed to you weekly on Wednesdays.

### Do I work on in-service days?

During the school year, all EDS staff must be available to work on in-service days when we will operate a full-day program

and often take a field trip. Therefore, staff may request to be off on in-service days; however, EDS cannot confirm whether days off can be granted until the week prior to the in-service day.

**Do I work on snow delay and snow cancellation days?**

During the school year, EDS will follow each school district's delay or cancellation announcements. EDS will delay its morning start time the same amount of time that the district is delaying. Ex. If a district has a 2 hour delay, then we will begin at 9:00 AM and run until 11:00 AM. Many districts have an automated system that will call our staff. Leads must give the school secretary the names and phone numbers of all staff.

## Program Policies

### My First Day!

Below are the 3 most important things you need to know for your first day! Please carefully review the following three questions so you will be comfortable on your first day.

#### 1. What do I need to know about my group?

- Know **which children** are in your group, **how many** you have, and their **grades**.
- Be able to **point to and name each child** for a DHS inspector! *Make sticker nametags for the children in your group until you know all names.*
- Be able to **SEE** and **HEAR** your entire group at ALL TIMES!
- **NEVER** send a child to another location without a teacher supervising the child.

#### 2. How do I use my Before/After Teacher Binder?

Your binder contains the following items.

1. Group List
2. Important Student Info
3. Daily Plans
4. Daily Schedule
5. Accident Report Forms

This binder contains the information each teacher needs to keep accurate count of the children in your group and any important medical or safety information you should know about your children. It also contains the plans and schedule that should be followed daily.

#### 3. How do I transition my group each time we change locations?

The following steps are listed on the front of your *Teacher Binder* for reference.

1. **Call each name** to line up using your **Group List**
2. Have **children count off** (First child says 1, next says 2, etc.)
3. **Give Instructions** on walking to next location (where to stop in hallway, etc.)
4. **Proceed to Next Activity** – Teacher walks in **BACK** of line.
5. **BEFORE entering** next location, **explain** to children **what to do** when they enter the room (where to sit, etc.)

### Accidents & Accident Reports

#### What is the first thing I should do if a child has an accident or injury?

- A teacher must evaluate the injury and perform the necessary first aid.
- For **minor injuries**, this may include cleaning the wound, applying ice, a Band-Aid, etc.
- For **major injuries**, this may include calling the parents for input (for example if you suspect a broken limb, does the parent want to come and take the child himself to the ER) or calling an ambulance for more serious injuries (for example, an unconscious child, profuse bleeding, seizure, etc) Inform the lead teacher as soon as you are able. If an ambulance is called to the school, inform the school office secretary as soon as you are able.

#### Should I call the parent regardless of how serious the injury?

After you have taken care of the injury, you must call the parent to let them know what has happened and how you tended to the injury (ice, bandage, etc. This way they will not be surprised when their child arrives home.

#### What is an Accident Report?

An [Accident Report](#) is filled out whenever there is an accident or injury to a child. The form is filled out for minor injuries (bumps, bruises, scrapes, etc.) and major injuries (deep cuts, broken bones, etc.)

#### How do I fill out an Accident Report?

For minor injuries, those that do not require a hospital visit, simply fill out all information that has an \* next to it. For major injuries, those requiring a hospital visit, please fill in all information on form.

#### What do I do with the Accident Reports?

1. Give a copy of the **Accident Report** to the Lead Teacher.
2. For **minor injuries**, have the parent sign the report and make a copy for the parent. Give a copy to the parent and put the original in your "Return to Office" folder.

3. If it is a **major injury** and Emergency Room treatment IS required, call the child's parent (and an ambulance if appropriate), Call the EDS office at 412 221-1980 to report the accident, fill out an **Accident Report** form in its entirety, and scan and email it (eds-office@comcast.net) to the EDS office ASAP. After you obtain the parent's signature, place the signed copy in the "Return to Office" folder.

### What do I do if a child has an accident in the Before School Program or AM K-Plus?

Please fill out a [School Student Incident Report](#) and give that form to the school nurse or secretary. Its purpose is to inform the school nurse of the injury in case the child complains later in the day.

### After School Activities

#### How do I know which children have after school activities?

After school activities do not usually start until October. Therefore, you will have time to find out from parents if their children will be participating in any after school activities at the school. These activities are usually sponsored by the PTA and last 30-60 minutes sometime during the afternoon. Tell children that they need to report to you FIRST, before they go to any after school activity, so you know where they are!

#### What is the "After School Activity Student Tracker"?

We use this sheet to keep track of which children attend after school activities. Please fill it out with student names and information for ALL students involved in any after school activity. Place this form behind your attendance sheets for easy reference each afternoon. Tell children that they need to report to you FIRST, before they go to any after school activity, so you know where they are!

#### How do I take attendance if the activity is directly after school?

Tell all children that they need to report to EDS as soon as they are dismissed from their classroom, let you know that they are here, and then they can go to their activity.

#### Are children allowed to walk to their activities alone?

If a parent has signed an [Extra Activity Permission Slip](#), the child may walk to and from his activity alone, provided the activity is in the school building.

#### Do I need a permission slip from the parents to allow a child to go to an activity?

All children participating in an afterschool activity must have a signed permission slip from the parent

### Attendance Procedures

#### How do I take attendance?

Use the attendance sheets located in the Attendance binder to take attendance. Please do NOT move these sheets out of the Attendance binder. Please look carefully at the *key* located at the bottom of the form for how to make proper notations on the form.

1. Each day **one teacher must take attendance** and ensure the number of checks match the number of children present.
2. Then **another teacher must independently verify** that information.

#### What if I am missing a child who is on my attendance sheet?

If a child **does not arrive at EDS, do the following IMMEDIATELY:**

1. Go to the school office and ask if the child was in school or if the child was given a bus pass.
2. If the child was absent or was given a bus pass mark an "A" on your attendance sheet.
3. If the child was in school ask the office for the child's bus number. Go directly to the bus and take the child off of the bus.
4. If the bus leaves with the child on it, call the bus garage within your school district. The bus garage will contact the specific bus, while you're on the phone, and find out whether or not the child is on the bus or has been dropped off at their stop.
5. If the child is on the bus tell the bus garage to have the driver return the child to the school.
6. If the child got off of the bus, call the EDS office immediately at 412 221-1980.

#### What if a child arrives who is not on my attendance sheets?

If a child arrives at the after school program and thinks he is supposed to be with us but is **NOT** on your attendance sheet, **KEEP HIM** with us. Call the EDS administrative office immediately to see if we have any information on him. If we do not, then obtain the child's phone number from the school office and attempt to call his parents to determine if there has been a miscommunication.

### What is the difference between an "excused" and "unexcused" absence?

An excused absence is one in which the parent has notified us that their child will not be attending the program on a day we would normally expect him. On the attendance sheet, we put an "E" in the box for that child on the day of the excused absence. An unexcused absence is one in which the parent has NOT notified us that their child will not be attending on a day we would normally expect him. On the attendance sheet, we put an "A" in the box for the child on the day of the unexcused absence.

### What do I do if I have an "unexcused" absence?

The most important thing is to locate the child. See question above re: missing child. After locating child or determining that child will not be attending that day, put an "A" in attendance box for an "unexcused" absence. At the end of the afternoon, call the child's home to remind them of our policy. There is a \$10 no-call fee if we do not receive notification that their child will be absent. Give the parent your site phone number and email for their future use. Also call (412 221-1980) or email ([Accounts@extendedday.net](mailto:Accounts@extendedday.net)) the EDS office to report any unexcused absences for the day. We need to bill these parents the no-call fee.

### What if there is a schedule change for a child?

If a parent notifies you that he is changing his child's schedule, please forward the email to the EDS office ([accounts@extendedday.net](mailto:accounts@extendedday.net)) Do **NOT** make any changes to the attendance sheets unless you hear from the EDS office. The following is the email you will receive from the EDS office after a parent has made a schedule change:

Please record the above schedule change on the following Before/After School administrative paperwork:

1. Record the change for the entire month on the **Before/After School Attendance Sheet**. (both if child attends B&A)
2. Beginning on the date that the schedule change will take effect, **place an X in the boxes on the day(s) he/she will no longer be attending.**
3. Beginning on the date that the schedule change will take effect, **draw a circle around the boxes on the day(s) he/she will now be attending.**
4. Add or remove this child's name from the **Afternoon Class Group Lists** in the teacher binder.

## Bathrooms

### What is the procedure for using the bathrooms?

During group bathroom breaks, you will assign one boy and one girl to be a "bathroom monitor". Their job is to stand right inside the bathroom so you can have a line of sight with each monitor and that child will monitor the bathroom. They will make sure their group is only doing their business and washing their hands quickly and appropriately. They will ensure children do not mess around, scream, play with the water, peek under stalls, or misbehave in any other inappropriate way. To avoid other issues, please rotate through bathroom monitors at every bathroom break.

## Binders

### How many different binders will I have at my site?

You will have 5 binders: Administrative, Attendance, Teacher, Student Information and DHS.

### How do I use my Administrative Binder?

This binder contains program checklists, general program information, and student information. It is a good daily reference to use as you operate your program.

### How do I use my Attendance Binder?

This binder contains attendance sheets, student arrival and dismissal procedures, student emergency no-show procedures, and student contact information. This binder contains the information you need to take accurate attendance at your site each day.

### How do I use my Teacher Binder?

This binder contains the information each teacher needs to keep accurate count of the children in your group and any important medical or safety information you should know about your children. It also contains the daily plans, the daily schedule, and blank accident reports in case a child is injured.

### How do I use the Student Information Binder?

The Student Information Binder contains copies of students' Emergency Contact forms. You will also file **Three Strike Notes** in these binders behind the student's emergency contact form. This binder should be in a locked file box when not in use and when EDS is not in session because it contains a large amount of personal information.

### **What should I do with a student's Emergency Contact form when they disenroll from the program?**

When a student is no longer enrolled in the program, you can rip up (please rip it up for privacy) and throw away their Emergency Contact form. If they re-enroll, we will print you a new, updated one.

### **How do I use my DHS Binder?**

This binder contains all forms required by the DHS (Department of Human Services) to be displayed at the site. Set it near where parents sign-out. From time to time, we will give you updated forms to replace existing forms in the binder.

### **How do I use my Field Trip Binder?**

Only sites that host In-Service days have **Field Trip** binders. This binder contains all forms necessary for a successful trip off site, including student contact information, "Important Student Information" sheet detailing medical and safety info, a daily schedule, and general procedural information about a field trip day.

## Child Behavior

### **How do I use a clap pattern?**

Use a clap pattern to gain the attention of the group. The teacher should clap a rhythm and the children should clap back the same rhythm to show that they are quiet and ready to listen to you. This signals to the children that the teacher is ready to talk.

### **What are the Program Rules?**

We review the rules and ask children for examples so they can learn the importance of the rules in all situations.

Be safe

Be kind

Be respectful

Be responsible

Be a good friend

### **Should I discuss negative child behaviors with parents?**

Only the Lead should discuss a child's behavioral problems with a parent. Please discuss any issues with your Lead so they can determine what action should be taken. The Lead may need to speak to the EDS administrative office for additional input.

### **What about more serious offenses (aggression, swearing, damage to property)?**

Discuss all serious behavioral issues with your Lead. The Lead will then discuss the situation with the EDS administrative office and take the appropriate action.

### **What is a Child Incident Report?**

An [Incident Report](#) is a form we use to document serious offenses such as aggression, repeated verbal bullying, foul language, repeated disrespect, etc.

## Child Files

### **Do I need to maintain a file for each child?**

All child files are maintained at the EDS administrative office.

### **What do I do if a parent gives me a child's health appraisal?**

Email the EDS administrative office ([EDS-Office@comcast.net](mailto:EDS-Office@comcast.net)) with the date of the exam and place the health appraisal in your **Return to Office** folder.

### **What do I do if a parent gives me updated information (new phone number, address, etc) for a child?**

Email the EDS administrative office ([EDS-Office@comcast.net](mailto:EDS-Office@comcast.net)) with the updated information.

## Child Service Reports

### **What is a Child Service Report (CSR)?**

A Child Service Report is a general progress report for each child that we must fill out for any child who attends our programs more than 15 hours per week. These reports are filled out and signed by both teacher and parent in January each year and are required by our licensing agency, the DHS.

### **What do I do with them?**

For children attending the before or after school program, fill out a CSR, review with the parent, and have the parent sign when they drop off or pick up their child.

### What if I suspect a child has a developmental issue?

We rely on the school district to make recommendations to parents regarding their child's development. We simply report to parents the behavior we are observing in our program. We don't make suggestions to parents about whether they should have their child tested etc. If a parent asks for guidance, please suggest that the school district counselors may be able to help.

### Computer/Email

#### Can I add software or download programs to the site computer?

Please do NOT add any software or download any programs from the internet onto the site computers. These programs create problems with the computer itself and with the school district's firewall security.

#### What do I need to know about my site email?

Please adhere to the following 3 rules regarding site email.

1. View your site email only on the internet site on which it was created. (Gmail, Comcast, etc.). Please do not use Outlook, Outlook Express or any other email program to view your email.
2. Do NOT delete any email from your inbox or sent folder. We want to keep a record of all emails into and out of each site.
3. Respond to EVERY email that you receive, whether from a parent, the EDS office, or whomever. Please at least hit the "reply" button and say "thank you", "got it" etc.

### Curriculum

#### What curriculum is used?

We use **Creative Curriculum** for Preschool and K-Plus. It is a nationally recognized curriculum correlated with PA Learning Standards. In the Afterschool program, our Lead teachers create our own curriculum integrating STEAM, physical activities, and a variety of art and team building games. Our curricula are based in meaningful interactions between teachers and students, emphasizing how, why, and what if questions to promote communication and reasoning skills.

We support the language development and academic achievement of children who are culturally and linguistically diverse by supporting cultural awareness activities from other countries, inviting guest speakers from other cultures and encouraging communication in modes other than English. Children whose first language is not English are encouraged to use their home language, gestures, communication devices, sign language, and pictures to communicate when needed.

### Display Board

#### What is the purpose of the Display Board?

Your Display Board serves many purposes. It provides the opportunity to:

- Greet the children and tell them about the day's activities and any upcoming activities.
- Introduce the day's **STEAM** activity
- Review the **Program Rules**
- Help teachers or subs understand the daily routine and any changes that may be necessary for the day.

#### When should I review the Display Board with the children?

The Display Board should be reviewed at snack time, prior to beginning the day's activities so children will know what to expect from the afternoon.

#### What is on the Display Board?

The Display Board (see below) contains the following

1. **Program Rules**
2. Review of the day's highlighted activities

### DHS Regulations

#### What is the DHS?

The DHS, Department of Human Services, is our licensing agency. They set regulatory standards for our sites. EDS meets or exceeds every regulatory standard set by the DHS.

#### What is the DHS Drill?

The Department of Human Services (DHS) will inspect each of our sites at any time during the year. The inspector will

ask you how many children you have in your group and to name your children. You may also be asked what grade levels you have. **Please follow the DHS Drill below when the inspector comes to your group:**

### **DHS Drill**

**When asked how many students are in your group:**

1. Give correct number to DHS Inspector
2. Call your group IMMEDIATELY to line up
3. Silently count children as they line up to make sure they are all there
4. Use your list to name the children in your group

### **What do I need to know about DHS regulations?**

All staff need to be familiar with the DHS regulations so you can be sure that you are following them.

### **What is the most important DHS regulation I must follow?**

The most important regulation is to **always be able to SEE and HEAR all children in your group and know the exact number and names of all children in your group** throughout the entire day!

### **What is the Inspection Checklist?**

The **Inspection Checklist** details the regulations that all staff are responsible for following. All sites are expected to be "inspection ready" at all times and Lead Teachers are accountable for ensuring that their centers are in compliance with all DHS regulations.

### **How do I use the Inspection Checklist?**

Use the **Inspection Checklist** as a guide to review whether your site is in compliance with all listed questions on the checklist. The Lead at each site must submit this checklist each month at the monthly staff meetings.

## **Emergency Operation & Evacuation Plan**

### **What do I need to know about the Emergency Plan?**

Remember to "Take 5, Do 3!" Please memorize!

#### **Take:**

- All binders
- Belly Bag (First Aid)
- Cell Phone
- File Box
- Med Box

#### **Do:**

1. Meet on playground,
2. Call EDS Office at 412 221-1980, Kelly, Michele or Jen,
3. Evacuate to your district's high school.

### **What is an Emergency Operation & Evacuation Plan?**

This plan states how we will react and the steps we will take in case of emergency (weather, power outage, physical threat to the school, etc.)

## **Emergency Operation Plan**

Depending on the circumstances of the emergency, we will use one of the following protective actions:

**Immediate Outdoor Evacuation** – Students will be evacuated to a safe area of the grounds in the event of fire, etc.

**Sheltering at the Facility** – Sudden occurrences such as severe weather may dictate sheltering in a protected area of the facility.

**Sheltering at an Alternate Facility** – Total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be taken by school bus to the high school. In evacuating children from the facility, each staff member will take their outside attendance with them and be responsible for those children during the emergency.



**Modified Operation** – A cancellation of services may become necessary due to severe weather or utility disruptions.

We will:

1. Take cell phone, first aid kit, administrative binder, and file box with us if we leave the building in case of emergency.
2. Call the EDS office at 412 221-1980 to alert about emergency.
3. Call Kelly Chaney 412 853-0179 or Jennifer Roberts 412 389 6345
4. Call parents to let them know that we have taken one of the above listed protective actions.
5. Call parents when we've resolved the situation and it's safe for them to pick up their children.

## Fire Drills

### What is a fire drill log?

A **Fire Drill Log** is the log used to keep a record of the fire drills conducted at each site. It must be completely filled out each time your site conducts a fire drill.

### How often do the sites perform fire drills?

Each site performs a fire drill each month on the day of the monthly staff meeting. These drills must be done at different times during the EDS day and at different hypothetical locations in the building. This means that on your fire drill log, you should have different locations listed under "hypothetical location" of the fire (ex. cafeteria, library, main office, first floor girls' bathroom). This means that you are to practice exiting the building in different ways in case one exit were to be blocked during a fire.

### Where can I find the fire drill log?

This log is kept in the DHS Binder at each site.

## Homework

### Does each site offer Homework time?

All programs must allow time for children to work on homework (20-30 minutes). If they don't finish in the allotted time the children can take their homework to their activity and work on it during activity time.

### Do EDS teachers help children with homework?

Yes, teachers help children with homework as needed.

### How do I know which parents feel strongly about having Homework completed?

Each site provides a "Homework Sign Up Sheet". Please put this sheet near the parent sign-out sheets so parents may sign if they wish.

## In- Service Days & Field Trips

### Does EDS operate on district in-service days?

Yes. In most districts, EDS operates full-day programs from 7 AM - 6 PM on district in-service days.

### Where are in-service days held?

If EDS has more than one site in a district, in-service days are held at only one site and parents from the other sites bring their children to the chosen location.

### What should I do with the EDS monthly newsletter sent by email?

Print the EDS newsletter each month and set it near the sign-in/sign-out sheets at your site. This way, parents and teachers can reference information.

### How do parents sign-up for in-service days?

Parents will receive an email approximately 2 weeks prior to the in-service day. They can sign-up for the in-service day by clicking a link in the email.

### How do I know what to do on an in-service day?

Prior to each in-service day, Leads will be given information about times, activities, and scheduling for the day.

### What if there is an emergency involving a child on a field trip (illness, injury)?

Each teacher will have a teacher-partner they will stay with at all times during each field trip. Then, if you have an illness or injury in your group, you can hand your student list to your teacher-partner and be free to deal with your emergency.

### What are my most important responsibilities during an in-service day?

The most important thing is to remain physically with your group at ALL times on a field trip. Know the number of children and the names of all children in your group at all times. You must sit with your group on the bus, walk with your group, eat lunch with your group, etc. You should ALWAYS be COUNTING children to make sure you have everyone! If you sit in the back of the bus, make sure to check all seats on bus as you leave, for sleeping children or belongings.

### Where do I find the district in-service days for my site?

You may check the [EDS calendar](#) on the EDS website to view the in-service days in your district.

### What do children and staff wear?

If we are going off-site for a field trip, children must wear a blue field trip T-shirt so we can easily identify them off-site in public areas. If we are staying on-site, children may wear their regular clothes. Staff must wear their red EDS polo shirt for all in-service days whether we are going off-site or not.

### What should I bring to an in-service day?

Staff should pack a bag lunch and drink for all in-service days.

### When will I know if I will work on any given in-service day?

Staff schedules for in-service days will be posted on the [Staff Schedule](#) page on the EDS website on the Wednesday prior to the week of the field trip.

## Late Pick-Ups

### What is the Late Pick-Up procedure?

As late parents arrive, an EDS staff member must write in the time according to the EDS cell phone on their line of the sign-out sheet. This way, they will simply have to sign their name and the time will not be an issue.

### How do I use the Late Pick-Up Sheet?

Closing staff must record on the Late Pick Up Sheet any parent who arrives after 6:00 PM and call (412 221-1980) or email the office at [accounts@extendedday.net](mailto:accounts@extendedday.net) with the name of the child and arrival time. We charge families a late pick up fee of \$1 for every minute they are late.

## Medical Issues/Medication

### Where do I look to find out if a child has any medical issues or allergies?

In your Teacher Binder, there will be an **Important Student Information** sheet that includes all medical issues, allergies, special needs, medications taken, and any other important information such as a parent who may be restricted from picking up a child, etc. On your teacher group list of children for each day, any child who appears on this sheet will have an asterisk (\*\*\*) next to his name to prompt you to look at this information.

### Where are child medications stored?

Child medications are stored in a locked file box labeled **Child Medications**. There is a combination lock on these boxes. The combination is WORD3 for all locks.

### What is the procedure for administering a child medication?

Upon arrival, all teachers should check the **Important Student Information** sheet in their Teacher Binder to be aware of any medical issues or any medication that may need to be given. Each medicine must have its own "Medication Log" signed by the parent. Each time a teacher administers medication, he must fill out the log completely and sign it.

### What are the regulations surrounding child medications?

Parents must sign a separate **Medication Log** for each medication the child needs. Prescription medication must be in its original bottle and must not be expired. The instructions for giving the medication must also be accurate (ex. if we are to give a child medicine at 3 pm, the bottle must not say "at bedtime"). Over the counter medications must be in their original box with directions for administering. All medications must also be listed on each child's **Emergency Contact** form which is stored in the **Student Information Binder**.

## Parent Message Sheet

### What is a Parent Message Sheet?

This sheet allows parents to write any messages they may need us to know about their child's upcoming schedule. This includes stating that their child will not be attending next Thursday, that Grandma will be picking up tomorrow, etc.

### Where do I set this out for parent to use?

The **Parent Message Sheet** is located near the parent sign-out sheets.

### What do I do with the information on this sheet?

Any information written by parents on this sheet needs to be transferred to the appropriate location so we do not forget the information. For example, if a parent wrote that their child will not be attending next Thursday, then we need to locate the attendance sheet and mark an "E" for an excused absence in the box that corresponds with the correct day and child. Then, when next Thursday arrives, we will not be expecting this child to attend the program. If the note is that Grandma will pick up tomorrow, we need to locate the group list that this child is on tomorrow and make a note next to that child that Grandma (give her name) will be picking up today.

## Playground

### How many groups are permitted on the playground at one time?

No more than 2 groups are permitted to play on the playground equipment at any given time.

### Where should I stand on the playground?

Each teacher must stand at a different location around the playground where you can see **ALL** of your children. Continually walking around the playground is often the best way to supervise your entire group. Make sure you can see locations where falls are most likely. Do not stand together.

### How deep should playground mulch be?

Wood chip mulch under most playground equipment areas should be at least **9 inches in depth**. If your playground has rubber mulch, it must be at least 6 inches in depth. If you feel that an area is lacking in mulch, please notify your lead teacher.

## SmugMug

### What is a SmugMug?

A SmugMug is an online website where you can create a photo scrapbook of your site's children and activities for the month.

### How do I create a SmugMug?

### How often do I create a SmugMug?

Each site prepares one monthly SmugMug for the K-Plus Program and one for the After School Program showcasing your site's activities for the month. If your site only has one program (K-Plus or After School), then you will only prepare one SmugMug each month.

### How do I distribute my SmugMug to my parents?

SmugMugs are sent to parents through our EDS administrative office.

## STEAM

### What does STEAM stand for?

STEAM is an acronym for Science, Technology, Engineering, Art and Math.

### What is a STEAM activity?

A STEAM activity is an activity that each site does each afternoon. STEAM activities are designed to help children analyze and think critically about what they are doing. Staff are responsible for guiding the process, asking open ended questions and helping students to learn.

### What is the procedure for leading a STEAM activity?

1. If you are assigned to lead the STEAM activity, please **familiarize yourself with the activity PRIOR to presenting it to the kids**. This will help you be comfortable presenting it and will inform you of supplies you may need and the best way to set up materials, group your kids etc.
2. **Set-up all supplies PRIOR to beginning the activity** (i.e. please make sure you have enough water, scissors etc. out before jumping straight into the activity that will slow down or prolong the process)
3. **Introduce the activity and close the activity**. Kids are used to this structure and will respond well as long as you are calling them to attention, asking them questions and engaging them. Do not just end the activity by cleaning up or taking your group to the bathroom or next scheduled period of the afternoon.

**Introductions can be simple, for example** "Today we are doing Tye Dye Paper Towels, Who has ever tye-dyed a t-shirt before? How did you do it? etc"

**Closing/Wrap up time for example** "Look around, What did you notice about your paper towels? Are they alike or Different, what did we do to them that could have cause everyone's to be different? etc"

Visitors (Librarian, BSC, etc.)

**Who may come to my site as a visitor?**

Many sites have monthly visits from the township librarian to read stories and do related craft activities. In addition, Behavioral Support Staff (BSC's) for children with special needs may also visit your site on a regular basis. If you have an idea for a special guest, please let your Lead know.

**Can one of my guests watch the children while I step out?**

No. Visitors may never be alone with children for any reason. They also may not discipline children in any way. Our job is to be with the children at ALL times and to discipline according to our policies.

**How do I know when to expect the librarian?**

The EDS administrative office schedules all librarian visits. You may view any scheduled visits on the [EDS calendar](#) located on the *Staff Tab*.

**What if I need a check to pay for one of my visitors?**

Each site has a budget for visitors. You may request a payment for a visitor by completing a [Program Visitor Form](#).

Voice Mail

**How do I check voice mail messages from my site's cell phone?**

Simply push "1" and hit "Send" to check voice mail messages. Further directions including passwords are included in the EDS Administrative Binder.

**When should I check voice mail messages?**

Check the EDS site cell phone often throughout the day. Keep it on vibrate and within your view so you will know when you receive calls. You must check the cell phone for messages prior to the beginning of the afternoon program to double check for parent messages regarding afternoon attendance.

**What do I do with the information I retrieve from the cell phone?**

Please return parent calls promptly. Transfer any messages regarding attendance from the cell phone to the attendance sheet with an "E" if the child will not be attending or circling the child's attendance box on a day that would be "extra" for the child.

Lead Responsibilities (Lead Only)

**What are my responsibilities as a Lead Site Director?**

Leads are responsible and accountable for the smooth operation of their site. You may delegate and enlist help from your EDS teaching staff but you are ultimately responsible.

**Beginning of the School Year**

**Is there a new school-year checklist that will help me get started?**

Yes. We have put together a checklist that will help you remember all the things you need to do at your site, particularly at the beginning of the school year.

**Staff Responsibilities**

**Will I evaluate my teachers?**

Leads are responsible for observing and evaluating their teaching staff several times per year. You can find the evaluation forms under [Program Forms](#) on the Staff Tab.

**How do I train my teachers?**

Leads are responsible for training their teachers. EDS provides a checklist including all items that should be reviewed with a new teacher. Please continue to review items with your new staff and evaluate his/her performance on an on-going basis.

**How do I get my staff and myself on the district automated call system?**

Many districts have an automated system that will call our staff in case of weather delay, cancellation or other district emergency. Leads must give the school secretary the names and phone numbers of the staff that work within the K-Plus and EDS programs so they may be added to the call list.

### **Do I need to have staff meetings?**

Leads are responsible for conducting at least one staff meeting per month for their staff at their site location. In these meetings, you should review any specific issues surrounding your site, children at your site, procedural issues, retraining for your staff, etc.

### **What is a mid-month staff email?**

Leads are responsible for creating a mid-month email to review any issues or reminders with staff between monthly staff meetings. Please cc Kelly or Michele on your mid-month email to your staff.

### **Program Responsibilities**

#### **Am I responsible for planning and purchasing supplies?**

All daily activities are planned and the appropriate supplies purchased and prepared for each site at the EDS administrative office.

#### **Will I have expense money to purchase extra things for my site?**

Leads receive an expense check at the beginning of each school year. The amount is adjusted for the size of your site. Leads sign an [Advance Agreement](#) for the amount of the expense check and this amount will be deducted from your June paycheck. Leads may spend their expense money on anything they feel would be beneficial for their site.

### **Weekly / Monthly Responsibilities**

#### **Will there be a monthly meeting with my director?**

Yes. Each month, leads will come together for a meeting with your director, Kelly or Michele, and discuss important program issues. Use the [Monthly Lead Responsibilities](#) to prepare for the monthly lead meeting.

#### **How do I prepare Teacher Group Lists in Teacher Binders?**

Start with Monday list. Start with youngest children and draw a line after every 12 names to form groups until all children are in a group. Some groups will have multiple grades in them. Use the staff schedule for that week and write a teacher name to each group. Repeat this process for T-F also. Then make copies of Monday and put 4 in each teacher binder behind Monday tab (one for each Monday in the month). Do the same for Tuesday, etc.

#### **What about the overall organization and cleanliness of my site?**

Leads are responsible for the organization and cleanliness of your site. Please make sure that you are assigning staff daily to organize supply cabinets, wipe off tables, sweep floors, clean out marker bins, replenish homework bins, check condition of board games, etc.

#### **When do I pick up my monthly supplies and paperwork?**

Leads are responsible for picking up the monthly supplies and paperwork for their site at the monthly Lead staff meeting. This meeting is usually held at the EDS administrative office but can be held at other locations.

#### **What about returning monthly paperwork to the EDS office?**

Leads are responsible for returning the previous month's paperwork to the EDS office. Please separate paperwork by using paperclips or colored sheets of paper.

### **Responsibilities with Children & Parents**

#### **What do I need to do if I have a child whose first language is not English?**

Leads are responsible for ensuring that children whose home language is not English are supported by using gestures, sign language, and pictures if necessary. In addition, Leads should try to schedule opportunities for culturally and linguistically diverse families to share their culture and language with the program in a variety of ways including reading stories from their culture, discussing

#### **What do I need to do if I have a child with special needs in my program?**

Leads are responsible for making the EDS office aware of any important issues you are having with any child, especially a child with special needs. Please let us know if you are having difficulties in dealing with your child in any way so that we may help you resolve the issue. It is especially important that the EDS office is made aware of issues that may make a child at risk for attending a full-day in-service day or attending a field trip.

#### **What about discussing child issues with parents?**

Leads are responsible for day to day interaction with your families. It is important that you establish a good rapport with your parents by reviewing all the positive things regarding their children as often as you can. It is important to have a good

relationship with a parent when you must approach them with a negative behavior about their child. For minor behavioral infractions, it is fine to discuss the child's behavior with parents as they pick-up their child. However, for any type of major behavioral issue, please call the EDS office to discuss with directors Kelly or Michele prior to approaching the parents.

### **What are my responsibilities regarding child medications?**

Most importantly, Leads are responsible for ensuring that all medication is administered to children at the proper time and dose. Leads are also responsible for checking to make sure that all medications are in a zip lock bag w/ the child's name on it, that the medication has the child's name on the actual box or bottle, that the medication has not expired (over the counter medicine included), that the medication appears on the child's emergency contact form, and that the medication log has been filled out completely.

### **EDS Newsletter**

#### **What is the monthly EDS newsletter?**

The EDS administrative office puts together an EDS newsletter each month highlighting important dates and events such as in-Service days for each district. It is sent by email to parents and each EDS site and also posted on the EDS website. Please read it and be familiar with the information pertaining to your site so you may answer parent questions.

### **Smug Mug**

#### **What is the "Introduce Your Staff" SmugMug contest?**

At the beginning of each school year, each site must make a SmugMug introducing its EDS teachers in a creative way. This could include a song, personal photos of each teacher, a game show format asking questions of the children, etc. Be creative. You may use both video and still photos and a prize will be awarded for the winning site. These SmugMugs are due by September 15. Click here for more information on how to put together a SmugMug..

#### **What are my responsibilities regarding SmugMug?**

Leads are responsible for taking photos of the monthly activities at their site and transforming them into a SmugMug (digital scrapbook) which will be sent to your parents to enjoy.

Curriculum Policies

## Summer Camp

### Daily Plans

#### **Are the daily plans prepared for me?**

Yes. Your challenge is to motivate and modify activities for your group's ability level.

#### **Can I see the plans for the week before I come to camp?**

Yes, the weekly plans will be emailed to all staff in advance.

#### **Do I have to follow the plans and my schedule for my group?**

Yes. Please follow the plans and schedule for your group so we do not have location conflicts.

#### **What are some ways I can motivate my group?**

You may need to tailor the planned activity to meet the needs of your assigned grade level. For example, if you have a kindergarten group, you may need to simplify the art project or the rules of a complicated gym game. If you have a fifth grade group, you may need to make the project more interesting by making it into a contest or a team effort. With older groups, you should always make your own project alongside the children - it helps motivate them.

#### **What are some ways I can modify the activities for my group?**

For young children, simplify the activity by eliminating a few of the rules. Ex. kickball - no outs. For older children, add a few activities to the existing activity. Ex. fold paper airplanes - Have a plane decorating contest and then fly the planes to see whose goes the furthest or does the most stunts.

#### **Are all cooking projects free of any peanut or tree nut products?**

No. Cooking projects may use products that were produced in plants that process nuts. Therefore, always check your "Important Student Information" sheet in your Teacher Binder to determine if you have a child who is allergic to nuts. Then, check with your Lead about whether it is OK for that child to participate in the project.

#### **How should I choose teams within my group?**

NEVER allow the children to pick teams! This results in hurt feelings for those who are chosen last. Teachers should always divide teams by using a simple count-off or other random method.

#### **Do I need to prepare anything?**

You must have backup activities in the back of your head to prevent restlessness and problems. You will find a variety of different activities in the back of your teacher binder.

#### **Should I participate with my group in activities?**

The more you participate with your group, the fewer problems you will have. If you play on a team in the gym, do your own art project, etc., the children are more motivated to do it with you.

#### **How do I make sure my group is well hydrated?**

Encourage your group to drink water often throughout the day. Take your entire group for drink breaks every half an hour if it is very hot outside. If any children in your group do not have water bottles, please let your Lead Teacher know so they may remind parents when they arrive that evening.

#### **What if children in my group have brought toys from home?**

Our policy is that children should NOT bring toys or electronics of any kind to camp due to the risk of loss. Children are not permitted to bring cell phones to camp. If a child has brought a toy, an electronic, or a cell phone, ask him to put it in his backpack or locker to keep it safe. Notify your Lead Teacher if the child has brought any of these items to camp or if the child becomes upset by the rule.

#### **What should I do if my group damages something at the site?**

Report to your Lead Teacher any damage your group causes to a location (ripped curtain, broken chair, table, ripped carpet). We like to know about these issues so we may repair or replace them for the district.

#### **What is the reading and math program?**

You will be leading a 30 minute period of educational games each morning.

## Daily Routines

### Prior to Arrival

#### How do I know when I am working?

You will receive a work schedule by email each Wednesday. Be sure to check the schedule carefully and make note of which camp you are working in each day. The schedule has a separate tab for each camp. A "V" or "X" means that staff member is not available to work that day. An "R" means that your end time will be at the "Return" time from a field trip. Multiple letters such as "MCM" or "CVP" are the initials of another camp. If you see these in one of your cells, go to that camp's page to check your work hours at that camp. [Click here for a sample Staff Work Schedule.](#)

#### What do I wear?

All staff must wear their red EDS polo shirt and tennis shoes each day for work with either shorts or jeans. Shorts must be fingertip length (as long as your fingertips when your arm is hanging down by your side. No short shorts. You must also wear your nametag "up high" each day so it can be easily seen by children and parents. Finally, staff must wear a watch so you will know when it is time to change locations. You may NOT look at your cell phone for a time check.

#### Can I bring my cell phone?

No staff may have a cell phone out for any reason while at work. All staff must wear a watch to know the time to switch locations with your group. You may give your family the phone number at your EDS camp location for emergencies. It is not professional to use a cell phone while you are responsible for the safety and well-being of a group of children. If you are seen with your personal cell phone during work hours, you will be "written up" and dismissed.

#### Where do I park?

You will park in the spaces farthest from the entrance so that parents may use the closer spaces for drop-off. Your lead will let you know specifically where to park at your Camp Set-Up meeting for your site.

### Morning

#### What do I do when I arrive?

Each day when you arrive at work, you will sign-in in the Staff Sign-In/Out Binder and check the "Staff Arrival & Departure Procedures" in the same binder. This sheet will remind you of what to do each morning and evening. [Click here for a sample Staff Arrival / Departure Procedures.](#)

#### What is the Daily Staff Responsibility Sheet?

Each day, you are responsible for completing an AM and PM job. Your AM job will prepare your program for the day and should be completed upon your arrival in the morning. Your PM job should be completed prior to the end of your shift. You will be assigned to a specific room or area and will clean up or put away materials that were used from the day. After you complete your responsibility, mark your initials next to the duty. This sheet and the descriptions of each responsibility will be in Staff Sign-In/Out Binder.

[Click here for a sample Daily Staff Responsibility Sheet.](#)

[Click here for Descriptions for Daily Staff Responsibilities.](#)

#### What do I do when parents and children arrive?

GREET the parent AND the child and escort the child to an activity in which he can participate and get him involved. This makes the parent feel more comfortable as they leave. Remind parent to please place lunch in cooler.

#### What is the most important thing to know about my group?

1. Safety! You must always be able to SEE and HEAR the children in your group at ALL times.
2. You must know the number of children in your group, their names and grades. For the first 2-3 weeks of camp, children must wear nametags so you can easily identify them.
3. NEVER allow a child to leave your group for any reason unless they are being accompanied by another teacher who is taking responsibility for the child. (Ex. a Lead Teacher taking the child to the bathroom or taking a sick child to be with her.)

#### What happens from 7-8 AM?

Staff members must interact and play with the children arriving. Set out games that allow for larger groups to play and play with the children. It is important to be happy and energetic for morning arrival. It sets the tone for the day for parents and children!

### **What happens from 8-9 AM?**

By 8 AM, all staff members have arrived and each teacher will be assigned a Teacher Binder and your group of children for the day. Your Teacher Binder lists the children for whom you are responsible ALL DAY. Always be able to SEE and HEAR all of the children in your group AT ALL TIMES! Between 8 and 9 AM, the younger grades are in the gym and the older grades are on the playground as children continue to arrive. One teacher in the gym and one teacher on the playground is responsible for greeting parents and children and helping them find their assigned teacher for the day.

### **What happens at 9 AM?**

At 9 AM, all groups report to the same location for the Daily Announcements. The LEAD will review the days activities for all to hear. The Lead will review any special activities for the day, other planned activities, the Give Me Five rules, how to earn tickets rewards, and address any problems or issues that need to be discussed or reviewed.

### **What happens from 9-9:30 AM?**

From 9-9:30 AM, all groups participate in a Reading and Math Review. Each teacher will have a reading and math binder and bin of materials appropriate for the age of the children in your group. The reading and math binder will have plans for each day to review with your group.

### **What happens from 9:30 AM-Lunch**

From 9:30 AM until lunch, you will follow your group's daily schedule in your Teacher Binder and participates in the daily activities outlined in the "plans" in your Teacher Binder. On certain days, there may be special parties or workshops planned. Your Lead teacher will let you know about those during morning announcements.

#### Lunch

What happens during lunch?

Some children in your group will be buying lunch at camp while others will have brought a packed lunch from home. Prior to lunch, ALL STAFF and CHILDREN MUST WASH HANDS!

What lunch routine should I follow each day?

1. Take children to wash hands - wash yours also.
2. Collect your group's packed lunches from the cooler. (Lunches should NEVER be sitting on TOP of cooler!)
3. Line-up your children in the following order - nut allergies first, then buyers, then packers. Reminder: Check your Important Student Info sheet for any food allergies
4. Using a lunch list provided by the Lead, check off your "buyers" one by one.
5. Then check to make sure that EACH of your packers has a lunch.
6. Send your nut allergy packers to the nut allergy table, and your packers to your assigned group table. Let them know NOT to eat until the buyers get their food.
7. Walk your buyers to the buyer line and help them get their food WHILE keeping an eye on your assigned table.
8. When all children have returned to your table, sit with your group and have lunch.

#### Afternoon

What happens from after lunch-5 PM?

From lunch until 5 PM, you will follow your group's daily schedule in your Teacher Binder and participate in the daily activities outlined in the "plans" in your Teacher Binder. On certain days, there may be special parties or workshops planned. Your lead teacher will let you know about those.

What time is snack?

Snack is around 3 PM. Your group's assigned snack time will be outlined on the schedule in your Teacher Binder. On a certain day of the week, children will get ice cream. Reminder: Check your Important Student Info Sheet for any food allergies. ALL staff and children MUST wash hands BEFORE lunch and snack.

What is a pick-up slip?

A pick-up slip is a small piece of paper that the Lead Teacher gives the parent showing that they have checked in with the lead teacher, shown proof of their ID, and have officially signed-out their child. If a parent does not have a pick-up slip, ask them to please sign-out and bring you back a pick-up slip. DO NOT release any child to an adult if they do not have a pick-up slip!

What do I do when parents arrive to pick-up a child from my group?

Parents will see you before you see them. Make sure you are actively involved with your group. No parent wants to see their child not doing anything or sitting alone. Make sure to GREET the parent and ask them for their pick-up slip. Make sure to draw a line through the child's name who is leaving and write a new total number of children on your Student Group List.

What do I do with my group when it is time for me to leave?

Ten minutes prior to your assigned leave time (5, 5:30 or 6:00 PM), walkie-talkie or bring your group to your Lead Teacher and ask her to whom you should give the children in your group. She will then let you know which children to give to which teacher to maintain our 10:1 or 12:1 ratios within our groups.

What do I do when it is time for me to leave?

Each afternoon before leaving work, you check with the Lead who will assign a teacher to take your group. Then check the "Staff Arrival & Departure Procedures" in the same binder. This sheet will remind you of what to do each evening. Check the "Daily Staff Responsibility Sheet" where you will have an evening clean-up responsibility. After you complete your assignment each night, you must put your initials next to your task. Finally sign-out in the Staff Sign-in/Out Binder and in the Staff Hours Program using the program computer.

How do I enter my work hours into the computer?

Each camp has a "Staff Hours Program" on the camp computer. Please enter the hours you worked into the computer prior to leaving for the evening.

## Field Trips

What do I need to wear and bring on a field trip day?

All teachers must wear their red EDS polo shirt, their EDS nametag, tennis shoes (no flip flops) a watch, and a packed lunch and drink for all work days.

How do I know if I am going on the Field Trip or staying back at camp?

When you arrive at camp the morning of the trip, you will either be assigned as a "Stay-Back" teacher or a "Field Trip" teacher.

How do I know which children are going on the field trip?

Parents may sign up their children for whichever field trips they like. In your Teacher Binder, you will see an "FT" next to the children's names who are going on the field trip that day. If you are one of the teachers assigned to go on the field trip, you will be assigned a group of children for the field trip. Children must wear nametags so you can easily and quickly identify all the children in your new group.

What are my most important responsibilities on a field trip day?

The most important thing is to remain physically with your group at ALL times on a field trip. Know the number of children and the names of all children in your group at all times. You must sit with your group on the bus, walk with your group, eat lunch with your group, (ALWAYS check your Important Student Info sheet for food allergies). You should ALWAYS be COUNTING children to make sure you have everyone! If you sit in the back of the bus, make sure to check all seats on bus as you leave, for sleeping children or belongings. [Click here for In-Service Day/Field Trip Procedures.](#)

What if there is an emergency involving a child on a field trip (illness, injury)?

Each teacher will have a teacher-partner they will stay with at all times during each field trip. Then, if you have an illness or injury in your group, you can hand your student list to your teacher-partner and be free to deal with your emergency. [Click here for the Field Trip Form to be used by each teacher on Field Trip days.](#)

What do I do with the children if I'm assigned to stay back at camp on a field trip day?

"Stay Back" teachers will follow the same daily schedule they follow on a non-field trip day. The daily schedule can be found on the back of your Teacher Binder. You will be assigned a new group of children. Children must wear nametags so you can easily and quickly identify all the children in your new group. Keep your teacher binder with you and put your new group list in your teacher binder. Children who do not go on the field trip should have a fun day full of activities at camp.

What are the colored wrist bands for?

All children will be wearing blue field trip t-shirts. The colored wrist bands will help you to maintain visual contact of YOUR group at all times. Attach a colored wrist band to the right shirt sleeve of each child in your group. These bands should be

run up through the child's right shirt sleeve and through the neck hole and secured. Teachers will wear a matching wrist band on their right wrist. See photo.

How do I prepare my group for a field trip?

1. Write out nametags and place on each child in your group
2. Take your group to lockers to get spending money.
3. Take your group to get their lunches from the coolers. (Lunches should NEVER be sitting on top of cooler!)
4. Take a head count to make sure all children are accounted for, that they have a lunch and a blue field trip T-shirt.
5. Then attach the colored wrist bands for your group to your children's right shirt sleeve and to your right wrist.
6. Take your group to the bathroom
7. Go OUTSIDE and apply spray sunscreen to your group before leaving for the trip.
8. Review expectations and rules with your group. (Leads will also go over these with all groups)
9. Sit with your group and play a time filler-type game in a designated area while waiting for the bus to arrive. This is the perfect time to use the Brain Quest cards or the activities in the back of the binder to entertain your group.

How do I prepare myself for a field trip?

1. Make sure you are always with your group of children at ALL times. (on bus, at field trip location, in bathroom, etc.)
2. Look at bus number when boarding bus so you can get on the same bus for the return trip.
3. Take a head count on bus before leaving the school.
4. Sit with your group on bus. Teacher must get off bus first with group! Last teacher to get off of the bus should check all seats for children, pool items, etc.
5. Meet all groups at the designated time at the end of field trip to board bus. (Wear a watch)
6. Take a head count on bus before leaving the field trip location.

How do I handle spending money for the children in my group?

If you have a K or 1st grade group, you will hold all spending money for your children in separate baggies marked with each child's name. Leads will prepare these on the morning on the trip. Instruct your group that they are not allowed to give or borrow money from other children, buy food for others, or share prizes that they might win. Teachers are responsible for making sure that their group participates in all activities and has an opportunity to visit the snack bar.

What do I do when we return from a Field Trip?

Take your group to the location designated by your Lead Teacher (café or gym). Any parents waiting for their children will sign-out their children and be given a sign-out slip to give to you so they may take a child from your group. Draw a line through any children who are picked up and rewrite the new total number of children on your group list.

What if I am only scheduled until "R"?

"R" stands for "return" from the field trip. So, after you have completed the above step, your Lead Teacher will reassign your group to another teacher. Your Lead will then let you know that it is OK to leave.

## Group Control & Rewards

What are the procedures for maintain group control during transitions?

1. Use a clap pattern to gain attention. (never speak until everyone is quiet and paying attention)
2. Then use your group list to call each child by name.
3. Then have your group "count off". (Ex. first child says "one", second child says "two", etc.) You will have to teach this at first.
4. Teach and review the "Give Me Five" rules daily. (see below) Children should repeat rules as a group until all children have memorized the rules. Upon memorization, children should be quizzed on the rules.
5. Then inform your group where you want them to walk to and stop so that you can see them. (Ex. OK, John, please lead the line to the end of the hall and stop.) You will walk at the END of your line so you can see all children at all times. When they get there, inform your group where to go to next.
6. When you arrive at final location, BEFORE you enter the room, explain where you want them to sit and what they should do.
7. Then enter the room and explain the activity.

What are the procedures for maintaining good group control throughout the day?

1. Always use a clap pattern to gain attention. Do not speak until everyone is quiet and paying attention.

2. Clearly state your expectations and/or directions.
3. Always review and quiz on the "Give Me Five Rules". This serves as a constant reminder of what proper behavior is at camp.
4. Always use verbal praise and the "3 Strike Rule" (see below). Praising them shows that you appreciate their effort to follow the rules and using the strikes reminds them that you are paying attention to what they are doing.

How do I use a clap pattern?

Use a clap pattern to gain the attention of the group. The teacher should clap a rhythm and the children should clap back the same rhythm to show that they are quiet and ready to listen to you. This signals to the children that the teacher is ready to talk. NEVER, NEVER talk over children. WAIT until they are quiet until you speak! Sometimes you have to clap several rhythms before all children are quiet.

What are the "Give Me Five" Rules?

1. Respect Others,
2. Keep Hands to Yourself,
3. Use Indoor Voices,
4. Walk in a Straight Line,
5. Stop and Listen for Directions.

These rules should be reviewed with your group each time your group transitions from one location to another.

Why do I walk at the BACK of my group's line?

You must walk at the back of your group's line so that you can see all of your children at all times. This way you can see if anyone gets out of line or tries to wander off to the bathroom. You maintain control over your group by giving them very clear instructions about where to stop in the hallway so you can see the entire group and they don't get too far ahead of you.

How far should my group walk before stopping?

Before your group begins to walk, you must direct them to stop at a certain CLOSE point. Do not tell your group to walk to the end of the hall if it is 100 yards away. You must keep your line tight and close to you!

How do I make sure my group does not turn a corner when I am at the back of the line?

Do not allow your group to turn any corners without being able to see them. Therefore, you must tell them to STOP at a point BEFORE any turns occur. There will be STOP signs on the wall. Instruct your group to stop at the STOP signs on the wall.

How and why should I reward children?

Reward children daily with tickets, verbal praise, or certificates. Children should be verbally acknowledged immediately for following the "Give Me Five" rules. The more you acknowledge positive behavior, the fewer problems you will have. Teachers should also award tickets to children for these behaviors and tell the child why he is receiving the ticket.

How do I write a ticket for good behavior?

We use small raffle-type tickets for good behavior. Tickets can be found in the zip pocket in your Teacher Binder. Tell the child they are getting a ticket and for what it is being given. Write the child's name on the ticket and put it back in your zip pocket. Place your tickets in the container in the cafeteria. Teachers draw tickets from the container daily at lunch and during snack. If a child's ticket is drawn they can have one of the following: a piece of candy, an extra snack, a freeze pop, a prize, or to choose the gym game later in the day.

How do I write Certificates?

We use post-card type certificates to acknowledge children who have been exceptionally helpful, kind, or mannerly. Certificates can be found in the zip pocket in your Teacher Binder. You should write 1 certificate per day for one of the children in your group and give it to the Lead Teacher to put at the desk for the parents when they pick up.

What is the "Kids with Character" Program?

Each week, you will submit your choice for a child who serves as a positive peer role model for other children. You should be looking for children who are exceptionally kind and supportive of other children. These children will be posted to a "Kids with Character" bulletin board.

What is the "Three Strike Rule"?

The Three Strike Rule is used to make children accountable for their behavior by issuing "strikes" for breaking any of the "Give Me Five" rules. State directions prior to a transition or activity. If child does not follow directions or breaks a Give Me Five rule, the child receives a strike. Do not give a warning prior to giving a strike. The strike IS a warning. Strike 1 - is a warning. Explain to the child that he has Strike 1 and why. Mark an "X" on your group list next to the child's name.

Strike 2 - is another warning. Explain again and mark a second "X" on your group list.

Strike 3 - the child must sit and discuss the problem with the Lead and write out a "Give Me Five Parent Note" which will be discussed with the parents.

How do I use the Three Strike Rule?

Review the "Give Me Five" rules at each transition. Then each time a child breaks one of these rules, the teacher explains the problem to the child and he receives a "strike". Make an "X" next to the child's name on your group list and write which rule the child broke. "Strike 1" for the first infraction, "Strike 2" for the second infraction, and "Strike 3" for the third infraction. If a child gets to "Strike 3", the child will be removed from the group to sit with the Lead Teacher and discuss the problem. The Lead and the child will write-up a "Give Me Five Parent Note" and review with the parents at pick-up. [Click here for the Give Me Five Parent Note.](#)

Can I use other discipline procedures with my group?

No. Absolutely no other discipline procedures are to be used with children other than the ones outlined above. We have developed effective procedures and we must maintain a consistent atmosphere for the children. Speak to the Lead teacher if you are having problems with your group and they will help you solve the problem.

Should I discuss negative child behaviors with parents?

Only the Lead should discuss a child's behavioral problems with a parent. Please discuss any issues with your Lead so they can determine what action should be taken. The Lead may need to speak to the EDS administrative office for additional input.

What about more serious offenses (aggression, swearing, damage to property)?

Discuss all serious behavioral issues with your Lead. The Lead will then discuss the situation with the EDS administrative office and take the appropriate action.

## Injury or Illness

What should I do if a child tells me he is sick or injured?

Find out from the child what happened. Call the Lead Teacher on your walkie-talkie, tell her you have a sick or injured child and ask her to come get the child. Tell the Lead what happened. If the child had an accident, begin to fill out the Accident Report and give it to the Lead. The Lead will then complete the Accident Report and call the parent. Do not say to the child, "You will be fine." and continue the activity. You must inform the Lead of all injuries or illness, no matter how minor the complaint.

Where do I find an Accident Report?

You will have an Accident Report tab in your Teacher Binder. Here you will find blank Accident Reports you can fill out for any accidents that occur in your group.

How do I know if a child in my group has a special medical need?

In your Teacher Binder, you will have your group list of children for the day. On this list, there will be 3 asterisks (\*\*\*) next to any child who has any special medical need or any other type of special information (such as a restriction about who CANNOT pick-up that child from camp. You can then reference this information on the "Important Student Information" sheet in your binder.

How do I use the "Important Student Information" sheet in my Teacher Binder?

Each morning, familiarize yourself with all allergies, illnesses, or any other important information about any child in your group. You may need to know this information if something unexpected happens to a child in your group. (a bee sting, a peanut butter allergy, etc.)

How do I know if a child in my group needs medication?

Leads will write on your group list if a child in your group needs to take medication and at what time. You are then responsible for bringing this child to the Lead Teacher at the correct time or calling the Lead on your walkie-talkie to come get the child for medication.

Who will give the medication to the child?

Lead Teachers will dispense all medication to children and fill out Medication Log in Admin Binder.

Where are medications stored?

Medications are stored in a locked file box labeled "Medication" and stored at the sign-in desk or in the supply room. The combination to the lock is on the BACK of the lock. All staff should know where the medication box is and how to open the box in case of emergency.

Are children permitted to keep any medications with them throughout the day?

No. Children are NOT permitted to have meds with them while at camp. All medications must be inaccessible to children. Inform your Lead if you discover that a child has medication with them or in their locker.

## Lunch & Snack

### Lunch

Do children have an option to buy or pack lunch?

Children may either bring a packed lunch from home or purchase a lunch at camp. EDS provides hot lunches catered by either Giant Eagle or local pizza delivery. Children must be signed up in advance to receive a hot lunch. If you have a child that says he does not have a packed lunch or that he was supposed to purchase lunch today, DO NOT give him a lunch without first checking with your Lead Teacher.

Is there a list of children who will be buying lunch?

Yes. The Lead Teacher will have a list of children who will be buying lunch. Check off these children on the lunch list after they line up. If you have a child that says he does not have a packed lunch or that he was supposed to purchase lunch today, check the child's locker to make sure his lunch is not there. DO NOT give him a lunch without first checking with your Lead Teacher.

What if a child in my group has a packed lunch AND is on the buyer lunch list?

If a buyer also has a packed lunch, notify the Lead and allow the child to decide which lunch they'd like to eat.

How do I know if a child has any food allergies?

If a child who has \*\*\* next to their name on your group list, please look up that child on the Important Student Information sheet to check for food allergies.

What lunch routine should I follow each day?

1. Take children to wash hands - wash yours also.
2. Collect your group's packed lunches from the cooler. (Lunches should NEVER be sitting on TOP of cooler.)
3. Line-up your children in the following order - nut allergies first, then buyers, then packers.
4. Using a lunch list provided by the Lead, check off your "buyers" one by one.
5. Then check to make sure that EACH of your packers has a lunch.
6. Send your nut allergy packers to the nut allergy table, and your packers to your assigned group table. Let them know NOT to eat until the buyers get their food.
7. Walk your buyers to the buyer line and help them get their food WHILE keeping an eye on your assigned table.
8. When all children have returned to your table, sit with your group and have lunch.

How do I know what to serve to the children who are buying lunch?

A daily lunch menu is posted on or near the lunch distribution table and in the supply room. Lunches are served with water, chips and applesauce.

What are the rules in the cafeteria?

Teachers sit with their group at lunch. Help children in your group open drinks, unwrap food, pour ketchup, etc. Children should not be out of their seats during lunch time. Children wait until everyone is finished to throw things away. You and your children are responsible for cleaning up your assigned table and the floor around your table after you eat.

### Snack

What do children have for snack?

Children may choose from a variety of pre-packaged items including pretzels, breadsticks and cheese, chips, cookies, popcorn, fruit roll-ups, etc. On Mondays, the ice cream truck visits camp and most children will have an ice cream or shaved ice treat for snack. (with parent's permission) Children not having a treat from the truck may choose from the regular snack bin. The Lead will let you know who in your group is participating.

Are all snacks nut free?

All of the snacks we serve are nut free and safe for children with nut allergies. (This is not necessarily the case with cooking project ingredients, so be careful with children with allergies.)

Are there gluten-free or sugar-free options for children?

Some children with special medical needs must have gluten-free or sugar-free snacks. Please refer to your "Important Student Information" sheet in your Teacher Binder for any children in your group with these needs. If you are unsure, ask your Lead Teacher.

What is the snack procedure?

Line up your group in a single file line for snack. The children will choose a snack from a snack bin. They will then take a cup of water from a table and then return to your assigned table. Children must wait for everyone in your group to be seated to eat snack. You will sit with your group during snack time and ENGAGE them in one of the time-filler activities in the back of your Teacher Binder. You may need to refill water cups for your group from a water pitcher.

What are Ice Cream Days?

On one day each week, the ice cream truck comes to camp. This day varies from site to site. The truck arrives between 1:45 and 3:30 PM and the children can choose either an ice cream treat or a snow cone from the truck. You will take your group out to the truck when the Lead Teacher calls for your group and you will help your children choose. Ask the children in your group if they want ice cream or a snow cone and form 2 lines based on their preference. You will have an ice cream picture menu of approved and nut free items. Show this to your group while waiting in line to help expedite the ordering process. (At our College Square location in Beaver, we walk to Dairy Queen on Mondays for our ice cream)

## Playground

How many groups are permitted on the playground at one time?

No more than 2 groups are permitted to play on the playground equipment at any given time.

Where should I stand on the playground?

You should stand where you can SEE and HEAR all of your children. Tell your group the borders in which they are allowed to play. "Stay between the slide and swings." Do not stand together with other teachers. At least one staff member needs to be able to see the playground entrance to greet parents.

How deep should playground mulch be?

Mulch under playground equipment should always be at least 9 inches in depth. If you feel that an area is lacking in mulch, please notify your Lead Teacher.

Can children use the monkey bars?

Children are NOT permitted on the monkey bars due to a falling danger.

Can children climb trees?

Children are NOT permitted to climb trees due to a falling danger.

Any other playground restrictions?

Children should go down the slides and not up. Also, any other activity that you feel is dangerous on the playground should be stopped immediately.

What should I do with the playground/outside toys and equipment?

If you are the last group outside for the day, it is your responsibility to bring in the outdoor equipment.

## Policies & Procedures

What is the most important thing to know about my group?

1. Safety! You must always be able to SEE and HEAR the children in your group at ALL times.
2. You must know the number of children in your group, their names and grades. For the first 2-3 weeks of camp, children must wear nametags so you can easily identify them.
3. NEVER allow a child to leave your group for any reason unless they are being accompanied by another teacher who is taking responsibility for the child. (Ex. a Lead Teacher taking the child to the bathroom or taking a sick child to be with her.)

What should I know about facility spaces?

You must be aware of and eliminate any physical dangers that may be present in any space you are in. Explain to children that we are NOT climbing on bleachers, NOT walking past a certain point due to the presence of stairs, NOT running around in small spaces due to the danger of running into each other, etc.

What should I know about room capacities?

The number of children in each room cannot exceed the number listed on your schedule for that room.

What information should I report to the Lead Site Director?

Report all injuries, concerns, problems to your Lead immediately.

How do I know who is in charge?

The Lead Site Director is in charge. You will write the name of the Lead in charge on your Student Group List each day.

What Emergency Procedure should I memorize?

"Take 5, Do 3" - You must memorize our Emergency Procedure. If there is an emergency where we have to leave the building,

Take:

1. All binders,
2. Cell phone,
3. Med box,
4. Student file box,
5. First aid (belly) bag.

Do:

1. Meet on playground.
2. Call EDS Office at 412 221-1980, Kelly, Michele or Jen.
3. Evacuate to your district's high school.

How do the children address the teachers?

Children address teachers by Mr., Ms., or Mrs. and your last name. (Ex. Mrs. Smith) You should always be wearing your name tag up high on your shirt so children and parents can see your name.

Where do we keep TOXICS?

All TOXICS, like any cleaning product, must be kept up high, out of children's reach. Make sure that you always return toxics to their safe location at your camp. This is especially important after you wipe tables with 409 or any other cleaner. DO NOT leave these out on cafeteria tables!

Why is sunscreen a TOXIC?

Sunscreen is considered a TOXIC by our licensing agency. Therefore, it must be kept out of reach of children. Children are NOT permitted to hold or apply sunscreen bottles.

How should I apply sunscreen to my group?

1. Get the sunscreen bag for your group from your Lead Site Director.
2. Take children outside away from windows. Apply OUTSIDE because it makes the tile floor slippery. Do not apply in front of windows
3. All children MUST sit down in a line at least 10 feet away from the sunscreen bag or bin. (Children CANNOT hold sunscreen bottle)
4. Call children one at a time and YOU apply sunscreen. Children are not permitted to apply sunscreen!
5. Apply spray sunscreen to the children's arms, legs, ears, back of neck, and the entire face.
6. For the face, spray the sunscreen in your hand, and then apply to face. DO NOT spray in the face.
7. After applying to every child, return sunscreen bag to Lead or lock sunscreen bin and return to designated area.
8. You must reapply sunscreen to your group at each water break.

What if a child in my group does not have sunscreen?

After applying everyone else's sunscreen, lock the bin, and walkie talkie the Lead to notify. DO NOT apply another child's sunscreen to that child.

Why is my purse a TOXIC?

Your purse is considered a TOXIC and must be stored up high and out of reach because of the risk of having medication in it. Please leave your purse in your car if you do not need it in camp.

Why is my Belly Bag (First Aid Bag) a TOXIC?

According to the DHS regulations, your belly bag is considered a TOXIC and must be on your body AT ALL TIMES because of the risk of having medication in it. Whether or not your bag contains any medication, it must NEVER be taken off your body.

What is Camp WISP?

WISP stands for "Watson Inclusive Summer Program". WISP serves children with autism and related disorders and has staff at most of our summer camp sites. WISP teaches social skills using typical peers as role models.

How do I interact with WISP staff and students?

If you have a WISP child in your group, try to include him as you do the other children. Ask your WISP staff member questions and observe their actions to learn how best to interact with your WISP children. WISP staff are not counted as an EDS teacher and are NOT responsible for any other children in your group.

How do I request a day off?

Staff schedules are prepared each week and emailed to all staff on Wednesday for the following week. All requests for days off must be submitted by Monday at 11:00 PM for the following week to [jhroberts66@comcast.net](mailto:jhroberts66@comcast.net). If we do not receive your request by this time, then you are responsible for finding your own replacement for your shift. You may find another staff member by emailing the group to see if anyone is willing to cover for you. Please try to help your fellow teachers by covering a shift if you are able. You never know when you will need to ask someone to cover for you!

Can I work more than 40 hours per week?

No staff may work more than 40 hours without obtaining permission from the EDS Administrative Office.

What if I am sick and can't come in on a day I am scheduled?

If you must call-off in the morning, call your Lead teacher at home as early as possible.

Are teachers rewarded for positive behavior?

Yes. Teachers have an opportunity to be rewarded for a job well done also! It may be a gift card, donuts for the staff - extra rewards and recognition when things are going particularly well.

## Swim Trips

When do we go to the pool?

We go to the pool each Monday, Tuesday, Wednesday or Thursday depending on the camp location. We attend the pool from 1 to 4 PM.

How do I know if I am going to the pool or staying back at camp?

Always be prepared and bring your bathing suit, towel, colored baseball cap, etc. You may ask your Lead the day prior to the trip if you are scheduled for the pool but that is always subject to change. So, please always come prepared to go to the pool!

What do I do with my group if I'm assigned to stay back at camp on a swim day?

Teachers will follow the same daily schedule that they follow on a non-swim day. The daily schedule can be found on the back of the teacher binder. You will be assigned a new group of children. Children must wear nametags so you can easily and quickly identify all the children in your new group. Keep your teacher binder with you and put your new group list in your teacher binder. Children who do not go on the field trip should have a fun day full of activities at camp.

What do I need to wear and bring on pool day?

All teachers going to the pool must wear the red EDS polo shirt and EDS hat. (shirts and hats are distributed at the Summer Orientation meeting) Wear your bathing suit under your clothes and bring a towel and sunscreen. Females must

wear a one piece bathing suit. (no bikinis or tankinis) Males must wear swim trunks (no cutoffs or Speedos) You must wear your red EDS hat, not shirt, while in the pool so you can be identified as an EDS teacher. Also, wear your EDS nametag, and bring a packed lunch and drink on all work days.

How do I know which children are going to the pool?

Parents may sign up children for whichever pool trips they want. In your Teacher Binder, you will see an "FT" next to the children's names who are going to the pool that day. If you are one of the teachers assigned to go to the pool, you will be assigned a group of children for the pool trip.

How do I prepare my group for the pool?

1. Take your group to lockers to get spending money.
2. Take a head count to make sure all children are accounted for, that they have a colored swim T-shirt.
3. Then attach the colored wrist bands for your group to your children's right shirt sleeve and to your right wrist.
4. Take your group to the bathroom
5. Go OUTSIDE, away from windows, and apply spray sunscreen to your group before leaving for the trip. Children are NOT allowed to hold or apply sunscreen.
6. Review expectations and rules with your group. (Leads will also go over these with all groups)
7. Sit with your group and play a time filler-type game in a designated area while waiting for the bus to arrive. This is the perfect time to use the Brain Quest cards or the activities in the back of the binder to entertain your group.

What do the colored swim shirts mean?

Children wear colored swim shirts AT ALL TIMES while at the pool, in and out of the water. Yellow shirts can only be in the shallow 2 ft. area. Green shirts can be in the 3-4 foot area. Red shirts can be in deep water. All green and red shirts must pass a swim test at the pool upon arrival. Children are not tested at other times during the swim day. Children are not permitted to take off their swim shirts for any reason! (Dormont and Beaver Pools only have yellow and green shirts)

What are the colored wrist bands for?

Your group is assigned a certain color wristband. All children in your group and you will wear these matching bands. Attach a colored wrist band to the right shirt sleeve of each child in your group. These bands should be run up through the child's right shirt sleeve and through the neck hole and secured. Teachers will wear a matching wrist band on their right wrist. See photo.

How should I apply sunscreen to my group?

1. Get the sunscreen bag for your group from your Lead Site Director.
2. Take children outside away from windows. Apply OUTSIDE because it makes the tile floor slippery. Do not apply in front of windows
3. All children MUST sit down in a line at least 10 feet away from the sunscreen bag or bin. (Children CANNOT hold sunscreen bottle)
4. Call children one at a time and YOU apply sunscreen. Children are not permitted to apply sunscreen!
5. Apply spray sunscreen to the children's arms, legs, ears, back of neck, and the entire face.
6. For the face, spray the sunscreen in your hand, and then apply to face. DO NOT spray in the face.
7. After applying to every child, return sunscreen bag to Lead or lock sunscreen bin and return to designated area.
8. You must reapply sunscreen to your group at each water break.

What are my most important responsibilities on the way to the pool?

The most important thing is to remain physically with your group at ALL times. Know the number of children and the names of all children in your group at all times. You must sit with your group on the bus, walk with your group, etc. YOU should get off bus first and then your group should follow. You should ALWAYS be COUNTING children to make sure you have everyone! Last teacher to get off the bus should check all seats for children, pool items, etc.

What is the routine with my group at the pool?

You must be with your group AT ALL TIMES while at the pool. NEVER can a child be out of your sight for any reason. When your bus arrives at the pool, take your group off the bus and sit in the grass with your group, until a Lead Teacher tells you to enter the pool area. Last teacher off the bus, check for sleeping children or belongings. Each school will sit in a designated area and each group will SIT on their towels with their teacher. You must set a schedule with your group to go to the snack bar, the slide, the restroom, etc. If your children are in the pool, you MUST be within ARM's REACH in the pool with your group. At each water break (every 50 minutes) bring your group back to your towel area and re-apply sunscreen. After the water break is over, wait to be dismissed back to the pool by a Lead Teacher.

What are the bathroom procedures while at the pool?

Scott Pool: Teacher must take whole group to the bathroom. Teacher must notify EDS staff person in charge of monitoring the bathroom. Teacher and group must stand at the bathroom door when children are using the bathroom. When finished, notify the bathroom monitor.

Dormont and Beaver Pool: Teacher will notify the Site Director or Director when using the restroom. The SD and/or Director will stand on one side of the bathroom while teacher/SD stand on the other side while children are in bathroom. When finished, the teacher will walkie the other SD/Director to notify all children are finished in the bathroom. Children cannot use the restroom until the teacher gets to the other side (by the entrance).

How can I keep my group close to me in the water?

You will have pool toys (dive rings, balls, etc.) and a list of other pool games you can use to interact and play with your group while in the water. This will help keep your group near you in the water.

How do I handle spending money for the children in my group?

If you have a K or 1st grade group, you will hold all spending money for your children in separate baggies marked with each child's name. Leads will prepare these on the morning on the trip. Instruct your group that they are not allowed to give or borrow money from other children or buy food for others.

Can I take my group to the snack bar at any time during the day?

No. Groups will be assigned designated times.

How do children test for a green shirt?

EDS staff will conduct the green shirt swim test. Your Lead will assign a staff member to get in the 3-4 feet with one or two children at a time and supervise them through the test to determine if they can swim in 3-4 feet of water. Another staff member will supervise the children waiting to be tested and another will be at the opposite end of the test area to record whether or not each child passed the test, distribute a green or yellow swim shirt, and take them back to their groups.

How do children test for a red shirt? (Scott Pool Only)

The pool life guards will conduct the deep end swim test. The Lead Teacher will assign a staff member to supervise the children waiting to take the test and another to record whether or not each child passed the test, distribute a red or green swim shirt, and take them back to their groups.

Can my group or I change into street clothes before leaving the pool?

No. Everyone must get changed when they return to camp. The only exception to this are the special needs children who attend Camp WISP.

What do I do when we return from a Pool Trip?

Take your group to the location designated by your Lead Teacher (café or gym). Any parents waiting for their children will sign-out their children and be given a sign-out slip to give to you so they may take a child from your group. Draw a line through any children who are picked up and rewrite the new total number of children on your group list.

What if I am only scheduled until "R"?

"R" stands for "return" from the field trip. So, after you have completed the above step, your Lead Teacher will reassign your group to another teacher. Your Lead will then let you know that it is OK to leave.

## Teacher Binders

What is a Teacher Binder?

Your Teacher Binder is the most important tool you will use. Your Teacher Binder must be with you AT ALL TIMES.

What's in my Teacher Binder?

This binder contains the information each teacher needs to keep accurate count of the children in your group and any important medical or safety information you should know about your children. Your binder contains

1. Zipped Pouch containing pens, tickets, certificates and brain quest cards,
2. "Important Student Information" sheet highlighting any allergy or other important info about the children in your group.
3. Accident Reports - to fill out in case a child becomes injured.
4. Daily Plans and explanation to help you follow them.

5. Monday - Friday tabs - Behind each tab is the list of children for whom YOU are responsible for the day.
6. Daily Schedule to follow.
7. Activity Tabs - with extra activities to use to fill extra time.

#### What's in my Zippered Pouch?

Your zippered pouch contains 1. Small Raffle-Type Tickets to reward children in your group for following the "Give Me Five" rules. 2. Certificates - write 1 per day for a child in your group who goes above and beyond your expectations and is kind, helpful or mannerly. Give the certificate to your Lead Teacher to put at the front desk for parents. 3. Brain Quest Cards- use these to entertain your group while waiting, transitioning or during snack or downtime.

#### What is the "Important Student Information" Sheet?

This sheet contains all allergies, medications, special needs or any other important notes for each child. Children who appear on this sheet will have 3 asterisks (\*\*\*) next to their name on your Student Group List. Each day, you must look for (\*\*\*) next to the names on your Student Group List and read the Important Student Information Sheet for information on that child. [Click here for a sample Important Student Information sheet.](#)

#### What is an "Accident Report"?

An Accident Report is a form on which you report any accident that occurs for any child in your group. You must fill one out for any accident that leaves a mark, regardless of how minor you feel it is. You must then call your Lead Teacher to come get the child. The Lead will then call the parent to let them know. [Click here for a sample Accident Report.](#)

#### What are the Daily Plans?

Plans are designed weekly and have an entire week on one page. In addition, there may be supplemental information on an attached sheet that shows a picture of an activity or explains the rules to a game. You must follow the daily plans, modifying them to make them easier or more challenging depending on the age of your group. You must be actively involved in the planned activities with your group. This will keep your group interested and reduce problem behavior.

#### What are the Monday through Friday tabs?

Your Teacher Binder has 5 tabs, labeled Monday, Tuesday, Wednesday, etc. Behind each tab, you will find a Student Group List with the names of the children in your group. YOU are responsible for these children all day.

#### What is a Student Group List?

Behind your Monday through Friday tabs in your Teacher Binder, you will find a list of children that have been assigned to you by the Lead Teacher for each day of the week. You are responsible for these children all day and must be able to SEE and HEAR them AT ALL TIMES.

#### What do the \*\*\* mean next to a child's name on the group list?

If you see \*\*\* next to a child's name in your group, refer to the Important Student Info sheet for any allergies, custodial orders, etc.

#### How do I mark my Student Group List?

HIGHLIGHT the name of each child who is present in your group. Write the name of the Lead Site Director for the day in the upper right-hand corner. As children leave, DRAW A LINE through each child's name. Always keep the current NUMBER of children in your group on your sheet. [Click here for a sample Student Group List.](#)

#### What are Activity Tabs?

These tabs have supplemental activities to fill down-time. For example, if you have extra time in a location after you have completed the daily activity, you may choose an activity or game from these tabs to do with your group. These activities are also great while waiting for a bus, waiting for a group to leave your next location, transition time between locations, snack time, etc. Any time you need to keep your group busy, focused and happy!

#### What is the Daily Schedule?

The daily schedule can be found on the back of your Teacher Binder. You must follow the schedule your group is assigned so that all groups have an opportunity to use all spaces and do all activities. Please wear a watch so you will know the correct time to change locations. You are NOT permitted to use your cell phone to check the time. [Click here for a sample Daily Schedule.](#)

#### What do the numbers mean next to the classroom on my Daily Schedule?

These numbers are the maximum number of children permitted to be in each space.

## Workshops

How do I know which children are participating in the workshop?

Parents may sign up their children for whichever workshops they like. In your Teacher Binder, you will see an "FT" next to the children's names who are participating in the workshop that day. The Lead Teacher will gather the children from your group who are participating in the workshop. Workshops are approximately one hour.

Do I go to the workshop also?

The Lead Teacher will let you know if you are needed to go to the workshop and help. If so, she will make sure that the children remaining in your group are reassigned for the time you are at the workshop. If you do not attend the workshop and you receive new children in your group, write nametags for the new children so you can easily and quickly identify all the children in your new group.

What if I have a child who is supposed to go to the workshop but doesn't want to go?

If the parent enrolled the child, the child should attend, unless the lead has spoken with the parent and they have told us that the child doesn't have to attend.

## \*\*\*Lead Responsibilities

### Administrative Tasks

What is the camp staff schedule for the Lead and Asst Lead Site Directors?

Leads in the larger camps are scheduled from 7 AM-3 PM Monday through Friday. Asst. Leads are scheduled at either 10, 10:30, or 11 AM through 6 PM on all days except pool and field trip days. On these days, Asst. Leads will have adjusted schedules according to the times of the field trips or the necessity to pick up the weekly supplies at the EDS office. In smaller camps, Leads and Asst. Leads work different schedules according to what is needed at the camp.

What are my responsibilities as a Lead Site Director?

As a Lead, I am responsible and accountable for the smooth operation of my site. I can delegate and enlist help from my EDS teaching staff but I am ultimately responsible. Specifically, I must

1. Actively walk around to observe and quiz teachers multiple times each day
2. Perform one written evaluation for each teacher
3. Give each teacher a 15 minute break each day by taking over her group for her
4. Put together one SmugMug at the end of June and the end of July.

These are in addition to performing the daily checklist in the "Administrative" binder each day.

Do I need to have any staff meetings?

Leads are responsible for conducting two staff meetings for their staff at their site location. In these meetings, you should review any specific issues surrounding your site, children at your site, procedural issues, retraining for your staff, etc.

On which information should I be quizzing my staff?

Leads use the Daily Staff Tracker to quiz teachers DAILY on all info they must know. Turn in this form to the EDS office each week with paperwork. [Click here for a sample Daily Staff Tracker.](#)

Will I be evaluating my staff?

Leads are responsible for observing and evaluating each member of their teaching staff one time throughout the summer. [Click here for a Summer Staff Evaluation.](#)

How do I support my staff?

Make sure you are attentive to the needs of your teachers by responding to all walkie-talkie requests about sick children, injured children, behavioral problems, children needing to use bathroom etc. Collect the child from the group and deal with the problem.

How do I give my staff breaks?

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[Click here for directions on how to create a SmugMug.](#)

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SmugMugs are sent to parents through our EDS administrative office.

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What do I do with the weekly paperwork?

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What is the monthly EDS newsletter?

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Morning Greet

What is my most important responsibility when greeting parents and children?

Make sure to be enthusiastic about the day! Say hello to both parent and child. Tell child about a fun thing we will be doing today. This helps for a successful transition for parents and children!

How do I know what to ask parents in the morning as they arrive?

In your Administrative Binder, there are sheets for each day of the week. These sheets contain a section about what to ask parents each day as they arrive. These questions vary depending on whether there is a field trip, pool trip, workshop, etc. [Click here for a sample Daily Ask Parents Sheet.](#)

Should I check with parents of children with nut allergies about cooking projects?

Yes. Cooking projects may use products that were produced in factories that process nuts. Therefore, if you have a child who is allergic to nuts, check with the parents about whether it is OK for that child to participate in and/or eat the project. Children may choose a snack from the snack bin if they are not permitted to eat the cooking project.

Do I ask parents to take their children to their teacher when they arrive?

After they sign-in, parents must deliver their children to the gym, café etc. to meet their teachers. The Lead must tell parents to which area they should take their children and ask them to put their lunch in the cooler.

What do I need to do for the WISP children in the morning?

Many WISP children will be coming off of school buses in the morning. Bus driver's are instructed to wait until the TSS or BSC comes to the bus and takes responsibility for the child. Do not take a child off the bus until you have a TSS or BSC to take charge of that child.

Do I collect spending money for field trips and pool trips?

Yes, for grades K and 1 only. Collect money from parents of children entering K and 1st grade. Put it in an individually marked sandwich Ziplock bag. Use a black Sharpie marker to write the child's name, the teacher's name for the trip, and

the amount of money inside. Pass these bags out to the appropriate teacher prior to the trip. Spending money is always needed on swim days but not always needed on field trips. Please see monthly newsletter to determine if spending money is needed.

## Medication & Special Needs

How do I know which children need medicine?

When camp begins, you may already have some Med Logs behind your Med Log tab in your Administrative Binder. These are the children you must monitor each day. Write medication times on the group lists so that group teachers know when to bring children to you so you can dispense medicine. As parents give you medicine, make sure to fill out a Med Log, have parents sign it, check to be sure the medication is on the child's emergency contact form, and place the Med Log behind the tab. [Click here for a blank Med Log](#)

What are my responsibilities regarding child medications?

Most importantly, Leads are responsible for ensuring that all medication is administered to children at the proper time and dose. Leads are also responsible for checking to make sure that all medications are in a zip lock bag w/ the child's name on it, that the medication has the child's name on the actual box or bottle, that the medication has not expired (over the counter medicine included), that the medication appears on the child's emergency contact form, and that the medication log has been filled out completely and signed by parent. (We cannot dispense meds until we have a parent signature.)

What do I need to do if I have a child with special needs in my program?

Leads are responsible for making the EDS office aware of any important issues you are having with any child, especially a child with special needs. Please let your director, Kelly or Michele, know if you are having difficulties in dealing with your child in any way so that we may help you resolve the issue. It is especially important that the EDS office is made aware of issues that may make a child at risk for attending our summer program or a field trip.

What if a child does not have sunblock to apply?

Sunblock is considered a medication by the DPW. If child does not have sunblock at camp, call parent and get permission to apply the extra sunscreen that you have at camp. Then ask parent to please bring in spray sunscreen for their child on the child's net day at camp.

## Pool

How do I know which children are going to the pool?

Leads will have a Master List of children going to the pool and children "staying back".

How do I assign teachers to their pool groups?

You will assign teachers to pool groups using the staff schedule and the following pool group ratios. Teachers are assigned pool groups according to the following ratios:

5:1 for children entering K,

6:1 for children entering 1st through 4th grade,

8:1 for children entering 5th grade and above.

Pool groupings also should be all one color shirt if possible. (all green, all yellow, all red)

How do I organize sunblock?

After you organize the pool groups, you can then sort sunblock into bags according to group. These bags are then given to the group teachers on the day of the trip to use on their children.

What are my responsibilities before leaving for the pool trip?

After lunch, separate children who are not going to the pool into "stay back" groups. These children then leave the area with their teachers and begin their afternoon schedule.

Pass out sunblock bags to each pool group with their children's sunblock and different colored wristbands for each group.

Make sure to take the net pool bags with pool toys. (For Dormont Pool only)

Gather all pool groups and teachers in the gym and review all EDS rules for the pool and all of the pool's rules. Explain exactly what each teacher and his/her group will do when they get off bus, etc. and how the day will go.

Practice the flag procedures for periodic head counts.

Which pool rules do I review with my teachers and campers?

Each Wednesday, at 10:30 AM gather all pool groups in the gym. Review the sunscreen procedures, explain where each group will go for the swim test, explain the "Buddy System", have staff and children pretend they are swimming and then

walk around the gym with the red flag to indicate a buddy check. Everyone goes to the pool edge with their buddy, teachers give a thumbs up and then the lead will tell everyone to resume swimming. Review the pool rules and expectations for behavior with the entire camp. These rules include children staying with their teacher AT ALL TIMES, and teachers being in the water when their group is in the water. [Click here for Pool Procedures.](#)

What do I review while on the bus BEFORE the pool trip?

After boarding the bus at your school site, each Lead must do a head count TWICE. The counts must match! The Lead or asst Lead also reviews important bus info with the entire bus. This includes what bus number you are currently on so you will know which bus to return to, where you are to meet and what time, etc. Make sure each teacher is sitting with his own group on the bus and assign a specific teacher you see in the back of the bus to check each row on the way out for sleeping children and belongings.

What are my responsibilities AT the pool?

If you don't have a pool group, you will assist with swim tests, monitor pool area, supervise staff/children in and out of pool/bathrooms, facilitate the Buddy Count with the life guard/director, administer medication and assist with injuries.

What do I review while on the bus AFTER the pool trip?

After the field trip is over and everyone is back on bus, Leads must do another head count TWICE. The counts must match! NO buses leave the field trip location until all buses have accurate head counts. Assign a specific teacher you see in the back of the bus to check each row on the way out for sleeping children and belongings. Instruct all teachers and their groups to go to assigned location at your site (gym or cafe) and sit until all parents who have arrived can claim their children. Teachers must stay with their pool groups back at camp until a Lead dismisses them.

## Special Days

Do I create a different schedule for party days?

Yes. On special party days, the regular schedule will be adjusted to accommodate a party lasting about 2 hours where children typically rotate through several stations with different activities. You must adjust the schedule and pass out a revised schedule for all groups to follow on these days.

Do I create a different schedule for Teachers vs. Kids days?

Yes. On these days, teachers compete in a variety of challenges against the children (dodgeball, Minute to Win It, etc.). All groups will report to an assigned location several times throughout the day, but only the assigned groups will participate in the activity. As many teachers as possible will participate in the challenge. Some teachers will have to supervise children. The other groups are the spectators. On Teachers vs. Kids days, the Lead will prepare a schedule indicating what time and which groups will challenge the teachers.

What information do I use to create different schedules for special days?

Each camp will receive a weekly email from the EDS office that will detail all weekly activities. This email will help you know which days require different schedules or any other important information. [Click here for a sample Weekly Email.](#)

## Field Trips

How do I know which children are participating in a Field Trip?

Leads will have a Master List of children going on the field trip and children "staying back".

What are my field trip responsibilities?

Prior to each field trip day, Leads will be given information about times, activities, and scheduling for the day. You must

1. Ask parents all relevant questions pertaining to money, T-shirt, lunch, as they arrive, Use What to Ask Parents sheet in the Administrative Binder.

2. Make sure parent has signed the Emergency Contact Form so child may go on Field Trip. (Most of these will have been electronically signed already)

3. Gather Meds (and sunblock if needed) for children going on trip,

4. Distribute wrist bands to each group (color coded),

5. Review all rules and expectations with the entire group in gym before getting on bus. [Click here for Field Trip Procedures sheet.](#)

What if a child who has NOT signed up, wants to go?

Because our groups are already divided and teachers assigned according to ratio, we cannot allow families to add their child to the trip at the last minute. All changes to a child's schedule require a 2 week notice by email to the EDS office.

What if a child who has signed up doesn't want to go?

Again, due to pre-assigned teacher groups and ratios both on the trip and at the site, we try not to make any changes to groupings on the day of a trip. However, if you feel that there is an extenuating circumstance such as child illness, please call the EDS office at 412 221-1980 for clarification.

Which rules do I review with my teachers and campers?

Before EVERY field trip, before the bus arrives, the Lead gathers all groups and teachers in the gym or cafeteria and reviews the rules and expectations for behavior with the entire camp. These rules include children staying with their teacher AT ALL TIMES, and other important rules pertaining to the field trip location. Click here for Field Trip Rules sheet.

What do I review while on the bus BEFORE the field trip?

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What do I review while on the bus AFTER the field trip?

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## Workshops

How do I know which children are participating in a workshop?

Leads will have a Master List of children participating in each workshop.

What are my workshop responsibilities?

You will gather the children attending the workshop and take them to the workshop location.

What if a child who has signed up doesn't want to go?

All children who are signed up should attend the workshop unless the parent has given permission for the child to NOT attend.

Do I need to assign EDS staff to the workshop also?

Yes. Some EDS staff should be assigned to the workshop to maintain ratios and help with the workshop.

## Lunch & Snack

How do I know which children are buying lunch?

Each day you will have a Lunch List of children who are buying lunch. Use this list to check off children as they go through the line and get lunch.

What do I do with the delivered lunches when they arrive?

Put delivered food on hot plates. Make sure that the hot plates are in a secure location, like a teachers lounge, where there will NOT be children. Remember to turn OFF hot plates when lunch is over.

How much food per child?

Children get 2 pieces of pizza, 2 chicken tenders (Try to choose a larger tender and a smaller tender for each child) or 1 hot dog. Start younger children with 1 piece of pizza or 1 larger chicken finger and mark a "1" on the lunch list. They can have a second one if they want. In addition, they can take an applesauce and a bag of chips if they want. All lunches are served with water.

What if a child ordered a hot lunch and brought his own lunch also?

You will ask parents, every morning as they arrive, if the child is buying or packing. If buying make sure the child's name appears on the lunch list. If packing make sure they have the lunch with them. This will eliminate confusion at lunch time. If there is still confusion at lunch time, please call parents to let them know that their child was scheduled for a hot lunch

today so they will know for next time. (Parents sign-up for the hot lunch program for particular days of the week, so this may come up again the next time they attend on that particular day of the week)

What if a child forgets to bring a lunch? EDS orders 2 extra lunches per site each day. Tell the parent the child may have an EDS lunch, providing you have not given the extras out yet. Be sure to write the child's name on the lunch list so that he is given a lunch and to keep track of how many extra lunches you have given out.

What should the staff be doing during lunch?

Assign certain staff members to help with food service. All others must be sitting with their groups at their tables.

What about pulling "Good Behavior" lunch tickets?

Leads are responsible for pulling "good behavior" tickets from the jar during lunch. Make sure each winning child gets his prize (candy, prize, or if it is extra snack, choosing gym game - that his group teacher writes it on the group list)

What about lunch clean-up?

As lunch is ending, announce that each group needs to clean up all trash on and around its table, checking the floor also. You may dismiss each table as you see that it is clean.

How do I use the Ice Cream List on Mondays?

Ice cream truck comes on Monday afternoons between 1:45 and 3:30 PM. Call groups 1 at a time to go outside to the ice cream truck. Each group's teacher helps her group order ONE treat per child (not more than \$2.50). Each group can use an Ice Cream List that shows the treats available. Mark the appropriate column for each child based on the cost of treat. [Click here for Ice Cream List for USC/SF/CV/KO.](#)  
[Click here for Ice Cream List for SPK/PT.](#)

What does a child who isn't permitted to get ice cream eat for snack?

Any child who is not signed-up for ice cream may choose a snack from the EDS snack bin. If the child has allergies and has his own snack, that is fine also.

## Evening Greet

How should I greet parents in the evenings?

Make sure to be upbeat and ask parents how their day was. Tell them something fun the children did today at camp.

Do I give parents pick-up slips?

As parents arrive, have them sign-out their child, then give them a "Pick-Up Slip". This small slip of paper, lets group teachers know that the parent has signed out and the Lead has checked their ID. [Click here for Pick Up Slips.](#)

Do I discuss behavioral issues with parents?

Leads are responsible for day to day interaction with your families. It is important that you establish a good rapport with your parents by reviewing all the positive things regarding their children as often as you can. It is important to have a good relationship with a parent when you must approach them with a negative behavior about their child. For minor behavioral infractions, it is fine to discuss the child's behavior with parents as they pick-up their child. However for any type of major behavioral issue, please call the EDS office to discuss with Kelly or Michele prior to approaching the parents.

Do I review "Give Me Five" Parent Notes?

Yes. You are responsible for writing out the "Give Me Five" parent note with the help of the child and reviewing it with the child and the parents upon parent arrival. [Click here for Give Me Five Parent Note.](#)

Do I remind parents about tomorrow's activities?

Yes. It is very important to set out the reminder sheets that you have in your administrative binder each night for parents. These sheets will remind parents of the next day's activities and anything they may need to bring with them. Also, keep your weekly activity white board up to date for parents to see and print a copy of the EDS Newsletter to have on hand to answer specific questions. This should be placed where parents can see it when they sign in or out. Finally, verbally remind parents about tomorrow's activities as they sign-out each night!

How do I reorganize groups at 4:50 PM so 5:00 PM teachers can leave?

Leads will have a list of all teachers and the children in their groups. At 4:50 PM each day, your 5 PM teachers will call you on their walkie-talkies to ask you to whom they should give their children. You must regroup children with similar ages so your 5 PM teachers can leave. The same will happen at 5:20 PM for your 5:30 teachers.

Do I need to check evening responsibilities for my staff?

Before each teacher leaves, they need to check with you and let you know that they are ready to leave. Teachers need to complete their evening responsibilities and initial after completion. Leads must do a final walk through of all spaces used by EDS to be sure that everything has been completed before leaving for the night.

## Workshops

How do I know which children are participating in the workshop?

Parents may sign up their children for whichever workshops they like. In your Teacher Binder, you will see an "FT" next to the children's names who are participating in the workshop that day. The Lead Teacher will gather the children from your group who are participating in the workshop. Workshops are approximately one hour.

Do I go to the workshop also?

The Lead Teacher will let you know if you are needed to go to the workshop and help. If so, she will make sure that the children remaining in your group are reassigned for the time you are at the workshop. If you do not attend the workshop and you receive new children in your group, write nametags for the new children so you can easily and quickly identify all the children in your new group.

What if I have a child who is supposed to go to the workshop but doesn't want to go?

If the parent enrolled the child, the child should attend, unless the lead has spoken with the parent and they have told us that the child doesn't have to attend.

## \*\*\*Lead Responsibilities

### Administrative Tasks

What is the camp staff schedule for the Lead and Asst Lead Site Directors?

Leads in the larger camps are scheduled from 7 AM-3 PM Monday through Friday. Asst. Leads are scheduled at either 10, 10:30, or 11 AM through 6 PM on all days except pool and field trip days. On these days, Asst. Leads will have adjusted schedules according to the times of the field trips or the necessity to pick up the weekly supplies at the EDS office. In smaller camps, Leads and Asst. Leads work different schedules according to what is needed at the camp.

What are my responsibilities as a Lead Site Director?

As a Lead, I am responsible and accountable for the smooth operation of my site. I can delegate and enlist help from my EDS teaching staff but I am ultimately responsible. Specifically, I must

1. Actively walk around to observe and quiz teachers multiple times each day
2. Perform one written evaluation for each teacher
3. Give each teacher a 15 minute break each day by taking over her group for her
4. Put together one SmugMug at the end of June and the end of July.

These are in addition to performing the daily checklist in the "Administrative" binder each day.

Do I need to have any staff meetings?

Leads are responsible for conducting two staff meetings for their staff at their site location. In these meetings, you should review any specific issues surrounding your site, children at your site, procedural issues, retraining for your staff, etc.

On which information should I be quizzing my staff?

Leads use the Daily Staff Tracker to quiz teachers DAILY on all info they must know. Turn in this form to the EDS office each week with paperwork. [Click here for a sample Daily Staff Tracker.](#)

Will I be evaluating my staff?

Leads are responsible for observing and evaluating each member of their teaching staff one time throughout the summer. [Click here for a Summer Staff Evaluation.](#)

How do I support my staff?

Make sure you are attentive to the needs of your teachers by responding to all walkie-talkie requests about sick children, injured children, behavioral problems, children needing to use bathroom etc. Collect the child from the group and deal with the problem.

How do I give my staff breaks?

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When do I pick up my weekly supplies and paperwork?

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What do I do with the weekly paperwork?

[Click here for a Weekly Paperwork Checklist.](#) This will explain how to organize the weekly paperwork.

What is the monthly EDS newsletter?

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## Morning Greet

What is my most important responsibility when greeting parents and children?

Make sure to be enthusiastic about the day! Say hello to both parent and child. Tell child about a fun thing we will be doing today. This helps for a successful transition for parents and children!

How do I know what to ask parents in the morning as they arrive?

In your Administrative Binder, there are sheets for each day of the week. These sheets contain a section about what to ask parents each day as they arrive. These questions vary depending on whether there is a field trip, pool trip, workshop, etc. [Click here for a sample Daily Ask Parents Sheet.](#)

Should I check with parents of children with nut allergies about cooking projects?

Yes. Cooking projects may use products that were produced in factories that process nuts. Therefore, if you have a child who is allergic to nuts, check with the parents about whether it is OK for that child to participate in and/or eat the project. Children may choose a snack from the snack bin if they are not permitted to eat the cooking project.

Do I ask parents to take their children to their teacher when they arrive?

After they sign-in, parents must deliver their children to the gym, café etc. to meet their teachers. The Lead must tell parents to which area they should take their children and ask them to put their lunch in the cooler.

What do I need to do for the WISP children in the morning?

Many WISP children will be coming off of school buses in the morning. Bus driver's are instructed to wait until the TSS or BSC comes to the bus and takes responsibility for the child. Do not take a child off the bus until you have a TSS or BSC to take charge of that child.

Do I collect spending money for field trips and pool trips?

Yes, for grades K and 1 only. Collect money from parents of children entering K and 1st grade. Put it in an individually marked sandwich Ziplock bag. Use a black Sharpie marker to write the child's name, the teacher's name for the trip, and the amount of money inside. Pass these bags out to the appropriate teacher prior to the trip. Spending money is always needed on swim days but not always needed on field trips. Please see monthly newsletter to determine if spending money is needed.

## Medication & Special Needs

How do I know which children need medicine?

When camp begins, you may already have some Med Logs behind your Med Log tab in your Administrative Binder. These are the children you must monitor each day. Write medication times on the group lists so that group teachers know when to bring children to you so you can dispense medicine. As parents give you medicine, make sure to fill out a Med Log, have parents sign it, check to be sure the medication is on the child's emergency contact form, and place the Med Log behind the tab. [Click here for a blank Med Log](#)

What are my responsibilities regarding child medications?

Most importantly, Leads are responsible for ensuring that all medication is administered to children at the proper time and dose. Leads are also responsible for checking to make sure that all medications are in a zip lock bag w/ the child's name on it, that the medication has the child's name on the actual box or bottle, that the medication has not expired (over the counter medicine included), that the medication appears on the child's emergency contact form, and that the medication log has been filled out completely and signed by parent. (We cannot dispense meds until we have a parent signature.)

What do I need to do if I have a child with special needs in my program?

Leads are responsible for making the EDS office aware of any important issues you are having with any child, especially a child with special needs. Please let your director, Kelly or Michele, know if you are having difficulties in dealing with your child in any way so that we may help you resolve the issue. It is especially important that the EDS office is made aware of issues that may make a child at risk for attending our summer program or a field trip.

What if a child does not have sunblock to apply?

Sunblock is considered a medication by the DPW. If child does not have sunblock at camp, call parent and get permission to apply the extra sunscreen that you have at camp. Then ask parent to please bring in spray sunscreen for their child on the child's net day at camp.

## Pool

How do I know which children are going to the pool?

Leads will have a Master List of children going to the pool and children "staying back".

How do I assign teachers to their pool groups?

You will assign teachers to pool groups using the staff schedule and the following pool group ratios. Teachers are assigned pool groups according to the following ratios:

5:1 for children entering K,

6:1 for children entering 1st through 4th grade,

8:1 for children entering 5th grade and above.

Pool groupings also should be all one color shirt if possible. (all green, all yellow, all red)

How do I organize sunblock?

After you organize the pool groups, you can then sort sunblock into bags according to group. These bags are then given to the group teachers on the day of the trip to use on their children.

What are my responsibilities before leaving for the pool trip?

After lunch, separate children who are not going to the pool into "stay back" groups. These children then leave the area with their teachers and begin their afternoon schedule.

Pass out sunblock bags to each pool group with their children's sunblock and different colored wristbands for each group. Make sure to take the net pool bags with pool toys. (For Dormont Pool only)

Gather all pool groups and teachers in the gym and review all EDS rules for the pool and all of the pool's rules. Explain exactly what each teacher and his/her group will do when they get off bus, etc. and how the day will go.

Practice the flag procedures for periodic head counts.

Which pool rules do I review with my teachers and campers?

Each Wednesday, at 10:30 AM gather all pool groups in the gym. Review the sunscreen procedures, explain where each group will go for the swim test, explain the "Buddy System", have staff and children pretend they are swimming and then walk around the gym with the red flag to indicate a buddy check. Everyone goes to the pool's edge with their buddy, teachers give a thumbs up and then the lead will tell everyone to resume swimming. Review the pool rules and expectations for behavior with the entire camp. These rules include children staying with their teacher AT ALL TIMES, and teachers being in the water when their group is in the water. [Click here for Pool Procedures.](#)

What do I review while on the bus BEFORE the pool trip?

After boarding the bus at your school site, each Lead must do a head count TWICE. The counts must match! The Lead or asst Lead also reviews important bus info with the entire bus. This includes what bus number you are currently on so you will know which bus to return to, where you are to meet and what time, etc. Make sure each teacher is sitting with his own group on the bus and assign a specific teacher you see in the back of the bus to check each row on the way out for sleeping children and belongings.

What are my responsibilities AT the pool?

If you don't have a pool group, you will assist with swim tests, monitor pool area, supervise staff/children in and out of pool/bathrooms, facilitate the Buddy Count with the life guard/director, administer medication and assist with injuries.

What do I review while on the bus AFTER the pool trip?

After the field trip is over and everyone is back on bus, Leads must do another head count TWICE. The counts must match! NO buses leave the field trip location until all buses have accurate head counts. Assign a specific teacher you see in the back of the bus to check each row on the way out for sleeping children and belongings. Instruct all teachers and their groups to go to assigned location at your site (gym or cafe) and sit until all parents who have arrived can claim their children. Teachers must stay with their pool groups back at camp until a Lead dismisses them.

## Special Days

Do I create a different schedule for party days?

Yes. On special party days, the regular schedule will be adjusted to accommodate a party lasting about 2 hours where children typically rotate through several stations with different activities. You must adjust the schedule and pass out a revised schedule for all groups to follow on these days.

Do I create a different schedule for Teachers vs. Kids days?

Yes. On these days, teachers compete in a variety of challenges against the children (dodgeball, Minute to Win It, etc.). All groups will report to an assigned location several times throughout the day, but only the assigned groups will participate in the activity. As many teachers as possible will participate in the challenge. Some teachers will have to supervise children. The other groups are the spectators. On Teachers vs. Kids days, the Lead will prepare a schedule indicating what time and which groups will challenge the teachers.

What information do I use to create different schedules for special days?

Each camp will receive a weekly email from the EDS office that will detail all weekly activities. This email will help you know which days require different schedules or any other important information. [Click here for a sample Weekly Email.](#)

## Field Trips

How do I know which children are participating in a Field Trip?

Leads will have a Master List of children going on the field trip and children "staying back".

What are my field trip responsibilities?

Prior to each field trip day, Leads will be given information about times, activities, and scheduling for the day. You must 1. Ask parents all relevant questions pertaining to money, T-shirt, lunch, as they arrive, Use What to Ask Parents sheet in the Administrative Binder.

2. Make sure parent has signed the Emergency Contact Form so child may go on Field Trip. (Most of these will have been electronically signed already)
3. Gather Meds (and sunblock if needed) for children going on trip,
4. Distribute wrist bands to each group (color coded),
5. Review all rules and expectations with the entire group in gym before getting on bus. [Click here for Field Trip Procedures sheet.](#)

What if a child who has NOT signed up, wants to go?

Because our groups are already divided and teachers assigned according to ratio, we cannot allow families to add their child to the trip at the last minute. All changes to a child's schedule require a 2 week notice by email to the EDS office.

What if a child who has signed up doesn't want to go?

Again, due to pre-assigned teacher groups and ratios both on the trip and at the site, we try not to make any changes to groupings on the day of a trip. However, if you feel that there is an extenuating circumstance such as child illness, please call the EDS office at 412 221-1980 for clarification.

Which rules do I review with my teachers and campers?

Before EVERY field trip, before the bus arrives, the Lead gathers all groups and teachers in the gym or cafeteria and reviews the rules and expectations for behavior with the entire camp. These rules include children staying with their teacher AT ALL TIMES, and other important rules pertaining to the field trip location. [Click here for Field Trip Rules sheet.](#)

What do I review while on the bus BEFORE the field trip?

After boarding the bus at your school site, each Lead must do a head count TWICE. The counts must match! The Lead or asst Lead also reviews important bus info with the entire bus. This includes what bus number you are currently on so you will know which bus to return to, where you are to meet and what time, etc. Make sure each teacher is sitting with his own group on the bus and assign a specific teacher you see in the back of the bus to check each row on the way out for sleeping children and belongings.

What do I review while on the bus AFTER the field trip?

After the field trip is over and everyone is back on bus, Leads must do another head count. NO buses leave the field trip location until all buses have accurate head counts. Assign a specific teacher you see in the back of the bus to check each row on the way out for sleeping children and belongings. Instruct all teachers and their groups to go to assigned location at your site (gym or cafe) and sit until all parents who have arrived can claim their children.

## Workshops

How do I know which children are participating in a workshop?

Leads will have a Master List of children participating in each workshop.

What are my workshop responsibilities?

You will gather the children attending the workshop and take them to the workshop location.

What if a child who has signed up doesn't want to go?

All children who are signed up should attend the workshop unless the parent has given permission for the child to NOT attend.

Do I need to assign EDS staff to the workshop also?

Yes. Some EDS staff should be assigned to the workshop to maintain ratios and help with the workshop.

## Lunch & Snack

How do I know which children are buying lunch?

Each day you will have a Lunch List of children who are buying lunch. Use this list to check off children as they go through the line and get lunch.

What do I do with the delivered lunches when they arrive?

Put delivered food on hot plates. Make sure that the hot plates are in a secure location, like a teachers lounge, where there will NOT be children. Remember to turn OFF hot plates when lunch is over.

How much food per child?

Children get 2 pieces of pizza, 2 chicken tenders (Try to choose a larger tender and a smaller tender for each child) or 1 hot dog. Start younger children with 1 piece of pizza or 1 larger chicken finger and mark a "1" on the lunch list. They can have a second one if they want. In addition, they can take an applesauce and a bag of chips if they want. All lunches are served with water.

What if a child ordered a hot lunch and brought his own lunch also?

You will ask parents, every morning as they arrive, if the child is buying or packing. If buying make sure the child's name appears on the lunch list. If packing make sure they have the lunch with them. This will eliminate confusion at lunch time. If there is still confusion at lunch time, please call parents to let them know that their child was scheduled for a hot lunch today so they will know for next time. (Parents sign-up for the hot lunch program for particular days of the week, so this may come up again the next time they attend on that particular day of the week)

What if a child forgets to bring a lunch? EDS orders 2 extra lunches per site each day. Tell the parent the child may have an EDS lunch, providing you have not given the extras out yet. Be sure to write the child's name on the lunch list so that he is given a lunch and to keep track of how many extra lunches you have given out.

What should the staff be doing during lunch?

Assign certain staff members to help with food service. All others must be sitting with their groups at their tables.

What about pulling "Good Behavior" lunch tickets?

Leads are responsible for pulling "good behavior" tickets from the jar during lunch. Make sure each winning child gets his prize (candy, prize, or if it is extra snack, choosing gym game - that his group teacher writes it on the group list)

What about lunch clean-up?

As lunch is ending, announce that each group needs to clean up all trash on and around its table, checking the floor also. You may dismiss each table as you see that it is clean.

How do I use the Ice Cream List on Mondays?

Ice cream truck comes on Monday afternoons between 1:45 and 3:30 PM. Call groups 1 at a time to go outside to the ice cream truck. Each group's teacher helps her group order ONE treat per child (not more than \$2.50). Each group can use an Ice Cream List that shows the treats available. Mark the appropriate column for each child based on the cost of treat. [Click here for Ice Cream List for USC/SF/CV/KO.](#)  
[Click here for Ice Cream List for SPK/PT.](#)

What does a child who isn't permitted to get ice cream eat for snack?

Any child who is not signed-up for ice cream may choose a snack from the EDS snack bin. If the child has allergies and has his own snack, that is fine also.

## Evening Greet

How should I greet parents in the evenings?

Make sure to be upbeat and ask parents how their day was. Tell them something fun the children did today at camp.

Do I give parents pick-up slips?

As parents arrive, have them sign-out their child, then give them a "Pick-Up Slip". This small slip of paper, lets group teachers know that the parent has signed out and the Lead has checked their ID. [Click here for Pick Up Slips.](#)

Do I discuss behavioral issues with parents?

Leads are responsible for day to day interaction with your families. It is important that you establish a good rapport with your parents by reviewing all the positive things regarding their children as often as you can. It is important to have a good relationship with a parent when you must approach them with a negative behavior about their child. For minor behavioral infractions, it is fine to discuss the child's behavior with parents as they pick-up their child. However for any type of major behavioral issue, please call the EDS office to discuss with Kelly or Michele prior to approaching the parents.

Do I review "Give Me Five" Parent Notes?

Yes. You are responsible for writing out the "Give Me Five" parent note with the help of the child and reviewing it with the child and the parents upon parent arrival. [Click here for Give Me Five Parent Note.](#)

Do I remind parents about tomorrow's activities?

Yes. It is very important to set out the reminder sheets that you have in your administrative binder each night for parents. These sheets will remind parents of the next day's activities and anything they may need to bring with them. Also, keep your weekly activity white board up to date for parents to see and print a copy of the EDS Newsletter to have on hand to answer specific questions. This should be placed where parents can see it when they sign in or out. Finally, verbally remind parents about tomorrow's activities as they sign-out each night!

How do I reorganize groups at 4:50 PM so 5:00 PM teachers can leave?

Leads will have a list of all teachers and the children in their groups. At 4:50 PM each day, your 5 PM teachers will call you on their walkie-talkies to ask you to whom they should give their children. You must regroup children with similar ages so your 5 PM teachers can leave. The same will happen at 5:20 PM for your 5:30 teachers.

Do I need to check evening responsibilities for my staff?

Before each teacher leaves, they need to check with you and let you know that they are ready to leave. Teachers need to complete their evening responsibilities and initial after completion. Leads must do a final walk through of all spaces used by EDS to be sure that everything has been completed before leaving for the night.