

ALL EMPLOYEES OF CALVARY BAPTIST KINDERGARTEN ("CBK") ARE EMPLOYED AT-WILL AND MAY QUIT OR BE TERMINATED AT ANY TIME AND FOR ANY OR NO REASON. NOTHING IN ANY OF THE RULES, POLICIES, HANDBOOKS, PROCEDURES OR OTHER DOCUMENTS RELATING TO EMPLOYMENT AT CBK CREATES ANY EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT. THIS HANDBOOK REPLACES ANY PREVIOUSLY ISSUED POLICIES, PRACTICES AND UNDER- STANDINGS, WRITTEN OR ORAL, GOVERNING EMPLOYMENT. NOTHING CONTRARY TO OR INCONSISTENT WITH THE LIMITATIONS IN THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT UNLESS: 1) THE TERMS ARE IN WRITING; 2) THE DOCUMENT IS LABELED "CONTRACT"; 3) THE DOCUMENT STATES THE TERM OF EMPLOYMENT; AND 4) THE DOCUMENT IS SIGNED BY THE DIRECTOR OF CBK.

Signature:_____ Date:_____



915 Cherokee Road Florence, SC 29501

Teacher Handbook 2023-2024

Mrs. Rita McInville, Director
Work: 843.667.1798
rmcinville@calvarycares.com



Table of Contents

Table of Contents	3
Teacher's Poem	4
Calvary Kindergarten Staff	5
Staff Member Handbook	6-7
Job Description: Teacher	8
Job Description: Assistant Teacher	9
2022-2023 School Schedule	10
Evaluations	11
Substitutes	12
Car Pool	12
Recess Schedule	12
Preschool Behavior Management Plan	13
School Rules	13
Weekly Behavior Report - Go Home on Fridays	14
Fire Plan	15
Severe Weather	16
Emergency	16
Visitors	16
Hostile Intruder	16
Notes	17

“A Teacher's Creed”

I believe I have been called by God to teach.
I believe in children...young and old...black and white...
rich and poor....each in need of learning.
I believe in blackboards, chalk dust, textbooks,
and computers for each has a part in imparting knowledge.
I believe the love I give to my students
will someday be reflected in their lives.
I believe the gift of teaching is not measured simply by marks,
enrollment, or the end of the school year.
It is in the witness I give
and the fullness of the life lived by those I teach.
I believe I have the power to lead those in need of learning
to the threshold of their own minds.
I believe in my giftedness to use each of the tools available
no matter how new or old...
for the light of knowledge in the eyes of another is my goal.
I believe teaching is more than tests, diplomas, paperwork,
and fundraising.
It is the values I breathe daily into another... slowly.
It is in the faith I share in Jesus... ever changing and growing...
never ending.
I believe my success today goes unnoticed...
until those I teach and touch
can stand alone and say "in my life I have learned..."
I believe if I have taught and touched one person... in God's name...
I have used my gift to me justly... and can humbly say...
I believe in teaching....
I AM A TEACHER!!

~ Julie McClellan

Calvary Kindergarten Staff

Director:

Mrs. Rita McInville
830 Greenwing Teal Drive
Florence, SC 29505
843-667-1798 office OR 843-992-7504 cell
rmcinville@calvarycares.com

Fun Ones

Mrs. Amy Hatchell	728 Regency Court Florence, SC 29505	843-687-3188
Ms. Kaitlyn Kempson	912 S. Dunes Drive, Florence, SC 29501	843-615-4230

Two Year Teachers

Mrs. Tammy Floyd	1891 Brigadoone Lane, Florence, SC 29505	843-667-0985
Mrs. Melanie Collins	1607 Jones Road, Florence, SC 29505	843-319-3225
Ms. April Ott	2516 Edinberg Way, Florence, SC 29501	843-245-2925

Three Year Teachers

Mrs. Taylor Horne	4203 Rodanthe Circle Florence, SC 29501	843-325-3547
Mrs. Keri Margita	41 Chalmers Row, Florence, SC 29501	843-496-4374
Mrs. Lauren Rosilio	3120 Colony Lane, Florence, SC 29501	502-321-5425
Mrs. Heather Walker	857 Greenwing Teal, Florence, SC 29505	843-617-8979

Four Year Teachers

Mrs. Lori Connolly	3179 Greystone Drive Florence, SC 29501	516-313-5971
Mrs. Linsey Cooper	2595 East Briarwood Drive, Florence, SC 29505	843-679-6745
Mrs. Janice Squibb	3312 Lakeshore Drive, Florence, SC 29501	843-676-0008

Five Year Teacher

Mrs. Summer McGovern	6536 Stagecoach Road, Effingham, SC 29541	843-615-8573
----------------------	---	--------------

Assistants

Ms. Debra Anderson	1808 E. Howe Springs Rd, Florence, SC 29505	843-601-4572
--------------------	---	--------------

CALVARY BAPTIST KINDERGARTEN STAFF MEMBER HANDBOOK

The staff is the most important part of a church weekday education program. The quality of the program depends on the sensitivity, knowledge, skill and strength of the director and teachers. They influence the development of children more than any curriculum resources or educational methodology.

The purpose of Calvary Baptist Kindergarten is to help each child develop to his greatest potential – spiritually, mentally, emotionally, physically, and socially. This is to be accomplished by providing learning and developmentally appropriate experiences with the Christian principles of Calvary Baptist Church based on the Bible.



POLICIES

HEALTH: All teachers must be able to interact physically with children.

EVALUATIONS: Each regular employee should participate in an evaluation conference with the director after the first three months of employment, and once a year thereafter.

TERMINATION OF EMPLOYMENT: The kindergarten shall expect, if possible, at least 30 days' notice of resignation. References will be furnished on request. They will be based on periodic evaluation in the work record on file. If it is necessary to terminate the employment of a staff member, the kindergarten shall give a 30-day notice. In the case of failure to discharge responsibilities of the position, dismissal may be immediate. Such a decision shall be made by the director in consultation with the Associate Pastor/Education and Outreach.

WORKING HOURS: Teachers are expected to be in the building by **8:30 a.m.** and may leave at 12:15, or when all children have left and rooms are cleaned accordingly - except on staff meeting days.

STAFF MEETINGS: A daily staff meeting will be at **8:35am.** Teachers should be in their classrooms and ready for their class by 8:50am. A monthly staff meeting will be held the third Wednesday of the month. All staff members are expected to attend.

SICK LEAVE OR EMERGENCY LEAVE: Five-day teachers will have ten (10) days; three-day teachers, six (6) days. \$35 per day will be deducted when you exceed those days.

CONFERENCES: Since conferences are regarded as educational opportunities, staff members are required to attend at least one per year. Expenses will be paid by the kindergarten. If a teacher registers and does not attend for any reason other than sickness, the kindergarten must be reimbursed.

USE OF CELL PHONES: Cell phones are to be turned off during work hours. Emergency calls should come through the kindergarten office or the church office. **Do not text, email, or send pictures to parents during school hours.**

RELEASE OF STUDENTS: If a child needs to be dismissed during the morning, **the director** will call and make arrangements.

JOB DESCRIPTION – TEACHER

QUALIFICATIONS: The teacher shall be a Christian and one who has had experience working with preschool children. A love for children and a commitment to teaching are essential. It is preferable that the teacher have a bachelor's degree in early childhood or an equivalent degree.

STAFF RELATIONSHIP: The teacher is responsible to the director of the kindergarten.

PRINCIPAL FUNCTIONS:

1. Assist the director in the ongoing activities of the kindergarten.
2. Serve as teacher in keeping with policies established by the kindergarten.

DUTIES:

- 1) Help provide and maintain a Christian environment in which the children may grow spiritually, physically, mentally, socially, emotionally and creatively.
- 2) Work according to the schedule outlined by the director.
- 3) Assist in planning and carrying out a daily teaching program. (Turn in weekly plans.)
- 4) Give each child the attention needed to assure his/her best welfare.
- 5) Make home visits to establish relationships with the family of each child.
- 6) Record significant incidents and experiences observed in the child. Place information in his/her file.
- 7) Attend classes, workshops and other training opportunities.
- 8) Work with maintenance personnel to assure a clean and orderly room each day.
- 9) In cooperation with the director, plan with other teachers using the same room to assure maximum benefits of facilities.
- 10) Attend all parents and staff meetings.
- 11) Schedule appointments (doctor, etc.,) after school hours.
- 12) Inform director of needed supplies, repairs, and materials as far in advance as possible.
- 13) Provide a monthly (weekly or biweekly for 5's) newsletter describing classroom activities.
- 14) Remember we are professionals. (dress code, social media, etc.)
- 15) Sick days for teachers are as follows: 3 day teachers = 6 sick days, 5 day teachers = 10 sick days. If you exceed the number of paid sick days, \$35 per day will be subtracted from your paycheck to cover the cost of the sub.
- 16) ENJOY the children!

JOB DESCRIPTION – ASSISTANT TEACHER

QUALIFICATIONS: The assistant teacher shall be a Christian and one who has had experience working with preschool children. A love for children and a commitment to teaching are essential.

STAFF RELATIONSHIP: The assistant teacher is responsible to the director of the kindergarten and to the teacher with whom she works.

PRINCIPAL FUNCTIONS: Assist the director and her lead teacher in the activities of the kindergarten.

DUTIES:

1. Help provide and maintain a Christian environment in which the children may grow spiritually, physically, mentally, socially, emotionally and creatively.
2. Assist in carrying out a daily teacher program.
3. Give each child the attention needed to assure his/her best welfare.
4. Attend classes, workshops, and other training experiences.
5. Work with maintenance personnel to assure a clean and orderly room.
6. Assistants have **3 paid sick days.**
7. Remember– we are professionals! (dress code, social media, etc.)
8. ENJOY your children!!





School Calendar 2023-2024

August 22	First day for 5 day students
August 23	First day for 2 and 3 day students
September 4	Labor Day-NO SCHOOL
October 2-6	Fall Break-NO SCHOOL
October 16	Open House
November 15	Thanksgiving Celebration in Classroom (3 day students) 11:00
November 16	Thanksgiving Celebration in Classroom (5 day students) 11:00
November 22-24	Thanksgiving Break
December 8	Christmas Celebration in Sanctuary (3K-5K) 11:00
December 8	Christmas Celebration in Classrooms (Fun Ones and 2K) 11:20
December 15-January 1	Christmas Break
January 2	Return to School
January 15	Martin Luther King, Jr. Holiday
January 22	Dad's Night
February 5-9	Conference Week
February 13	Valentines Celebration in Classrooms (5 day students) 11:15
February 14	Valentines Celebration in Classrooms (3 day students) 11:15
February 19-23	Winter Break/President's Day
March 25	Spring Celebration in Sanctuary (3K, 4K, 5K) 11:00
March 25	Spring Celebration in Classrooms (Fun Ones, 2K) 11:20
March 29-April 5	Spring Break
April 22	Spring Art Exhibit
May 22	Last Day of School

EVALUATIONS

Checklists will be used to observe each child individually to determine if he/she has acquired particular concepts or skills.

Each grade level **MUST** use the same checklist.

Teachers of five-year-old children will complete inventories by **November 1** and hold conferences with parents to review these.

Mid-year evaluations will be completed and scheduled conferences will be held with parents. End-of-year evaluations must be completed. Parents may request a conference.

Teachers of four-year-old students will complete checklists by **November 1**. Mid-year evaluations scheduled and conferences will be held. End of year evaluations will be completed with conferences by request.

Teachers of three-year-old students will complete mid-year evaluations with scheduled conferences and end of year evaluations will be completed with conferences by request.

Teachers of two -year-old students will complete mid and end -of-year evaluations. Conferences may be requested by parents.

Teachers of one - year-old students will write summaries mid year and end of year for the students using observations and anecdotal records.

SUBSTITUTES

If you need a sick day, call me at 843.992.7504.

I will contact a substitute for you. Please submit lesson plans for two days to have on file for a substitute. Include your daily schedule, a responsible helper, labels with student names, and other helpful information. This is due by the 3rd Monday in September.



CAR POOL



Each teacher is to escort her class to the appropriate hall between 11:50 - 11:55 pm. Please stay in the area until all your children are gone.

RECESS!

Thirty (30) minutes of the school day is to provide exercise to develop large motor muscles and to release energy. Please abide by the schedule for safety reasons. You may swap due to a change in schedule. Please monitor the children closely for aggressive behavior. Due to the Child Abuse Policy, two teachers **must** be at recess.

Recess Schedule

Small Playground

9:30-10:00	Mrs. Floyd, Mrs. Melanie, Ms. April
10:00-10:30	Mrs. Amy and Ms. Kaitlyn
10:30-11:00	Mrs. Heather and Mrs. Margita
11:00-11:30	Mrs. Lauren and Mrs. Taylor

Large Playground

10:30-11:00	Mrs. Squibb and Mrs. Connolly
11:00-11:30	Mrs. Cooper and Mrs. McGovern

Rainy Day Recess

9:30-9:50	Mrs. Melanie, Mrs. Tammy, Ms. April
9:50-10:10	Mrs. Amy and Ms. Kaitlyn
10:15-10:35	Mrs. Heather and Mrs. Margita
10:35-11:00	Mrs. Lori and Mrs. Squibb
11:00-11:20	Mrs. Lauren and Mrs. Taylor
11:20-11:45	Mrs. Cooper and Mrs. McGovern

PRESCHOOL BEHAVIOR MANAGEMENT PLAN

Positive reinforcement is the discipline plan we will use. Our goal is to help the child recognize that he has two choices- a better choice and a poor choice and each has consequences. Our role is to help him identify the choices. Consequences should be natural and logical whether positive or negative.

Please don't use the phrase "He was bad" with parents or the child.
IDENTIFY THE BEHAVIOR you wish to address.



Always listen to your teachers.
Be nice to others.
Take care of things in our room.

Positive consequences – praise, positive notes, phone call, email, privileges, awards, rewards

Negative consequences – warning, 'sit and think', loss of activity, privilege, recess, director involved, note, call, email,

Severe Clause- injury, defiance – straight to director.

1st time - warning - state behavior
2nd time - talk it out
3rd time - sit and think
4th time - loss of recess
5th time - director

WEEKLY BEHAVIOR REPORT- GO HOME ON FRIDAYS.

Tell parents:

Assume the best.

No news = good news.

Our goal in the classroom is for child to accept teacher authority and manage self - not for the parent to manage him. If behaviors are outside of normal classroom preschool behaviors, we will let them know.

Consequences need to happen when the behavior happens (pos. or neg.) for reinforcement. Parents can help very little with classroom behavior. Sharing with them after the fact is basically for information and dialogue at home. Things done at home have very little effect in the classroom. **Do not give reports or go to cars to discuss behavior during dismissal.**

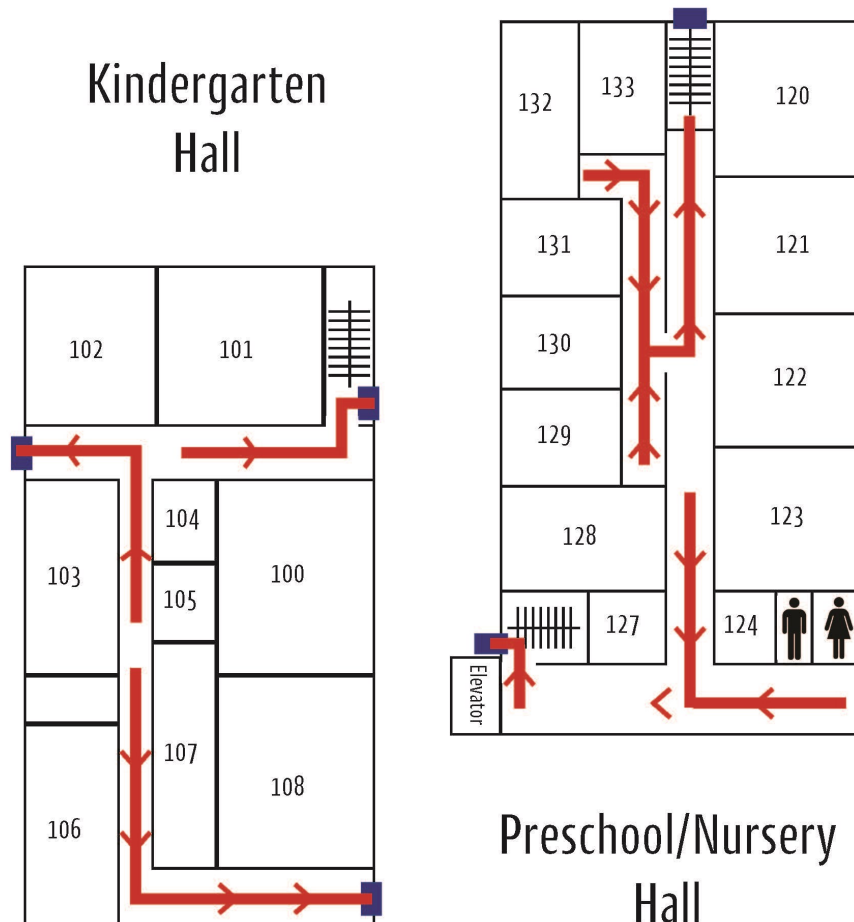
GIVE ME 5

**Ears listening
Eyes watching
Mouth quiet
Hands to yourself
Hearts caring**

FIRE PLAN

In the event of fire or the sounding of the alarm, the classes on the nursery hall should exit through the back door and the double gate and gather on the back fence of the playground. Head counts should be performed as often as possible. Teachers should turn off lights and close classroom doors if possible. Wait until the all clear is given to reenter the building.

In the kindergarten wing rooms 106,103,102 should use the sidewalk exit to go the back fence of the big playground. Rooms 101, 100 should use the school entrance door and the single gate to exit the building and gather at the back fence. Room 108 should exit to the left of the classroom and down the sidewalk, use the single gate and gather at the back fence. Head counts should be performed as often as possible. Teachers should turn off lights and close classroom doors if possible. Wait until the all clear is given to reenter the building.



SEVERE WEATHER

For the nursery hall escort your class to the adult restroom/Noah ark area and have them sit down, and cover head. For the kindergarten wing, escort your class to the back hall near 5K and have the students sit and cover head. Earthquake – evacuate building to playground.

EMERGENCY – if life is threatened call 911.

Should a medical emergency or extreme emergency arise, use the handheld radio and say “Red Folder Needed” and state location (gym, playground, nursery, kindergarten wing)

In a less extreme emergency, can use handheld radio to call Rita or Eddie ASAP and have them report to wherever they are needed.

VISITORS

Politely greet guest/intruder and identify yourself.

Ask guest/intruder the purpose of his/her visit. (name teacher or child)

Inform guest/intruder that all visitors must see Mrs. McInville at the preschool office.

If intruder's purpose is not legitimate, ask him/her to exit the area and go to church office. Accompany/observe intruder to exit.

HOSTILE INTRUDER

Shut your doors and lock them.

Turn off lights.

Close blinds.

Be prepared to cover door glass.

Gather class in bathroom or on interior wall.

Monitor hand held radio for alerts and information.

Notes