Role of a WCP Substitute

- Work the hours that have been assigned to their role, typically 8:10 to 2:45.
- Assist the lead teacher in giving classroom instruction based on curriculum
- Maintain a safe and organized classroom environment for children
- Clean the classroom on a daily and weekly basis
- Provide comfort to distressed children through compassion
- Oversee children to make sure that they are safe during outdoor activities
- Ensure that all children are supervised at all times

Dress Code

WCP dress code is casual/comfortable such as jeans or khaki pants (no yoga pants). Leggings

Healthy and Safety

- Be familiar with emergency information (fire, tornado) hanging in each classroom
- Children should be supervised at all times, no children in the hallways alone
- No leaving classrooms unless a bathroom break is needed
- Report all sickness, injuries and incidents to the Director or Assistant Director
- All medication will be stored in the preschool office away from all children
- Preschool staff must wash hands before serving snacks or helping with lunch
- Tables and surfaces must be cleaned using the 3 step washing procedure as outlined bythe State of Missouri Rules for the Department of Health Services. The cleaning process is 1) spray the table with the soap solution bottle and wipe 2) spray the table with the water to rinse and wipe 3) spray the table with the clorox solution and let air dry
- Staff must use extreme caution when dealing with body fluids with the use of gloves (i.e. blood, vomit and diarrhea)

- The following adult to child ratios shall be followed - 3 years old - 1:10, 4 & 5 year olds - 1:10

Injury and Incident Reports

The staff will report injuries and incidents in writing to the Director or Assistant Director. Forms for these are found in the preschool office and need to be filled out within 10 minutes of the injury or incident. Here are the examples for both:

Examples of an injury (orange form) are:
Injuries or falls that result in redness, bruising of any kind or broken bone
Hit to the head
Blood
Cut

Examples of an incident (green form) are:
Foul language, cursing
Inappropriate sexual talk, touching, exposure
Continued hurting others
Threats of violence

Playground Policy

Before going outside or indoor recess, the teacher or assistant must grab their walkie talkie. One teacher or assistant must be present on the playground or foyer (indoor play) at all times with the children. The teacher or assistant is expected to closely watch and engage with the children in play. Arrange for the children to go to the restroom before going to recess. Call for help (on walkie talkie) if a child must use the restroom and there is only one adult supervising. Clean off the student's shoes or clothing from mulch before entering the building from the playground.

The rules for the playground and indoor recess are:

1. No running in the auditorium at indoor recess
2. Students should not touch WCC equipment at indoor recess
3. Students should only play on the tile in the foyer at indoor recess, not carpeting
4. No throwing the mulch
5. No climbing on top of or hanging off of the playhouses

6. No sitting, climbing, standing, jumping off of the picnic table top
7. No rough play i.e. wrestling, pushing, tackling, gun play
8. No hanging off of or climbing on the basketball hoop
9. Only two students per teeter totter
10. Go down the slides on their bottom facing forward, no climbing up the slides
11. No sitting, standing, hanging off of or jumping off of the top of playground equipment

No phone usage by the preschool staff while on playground duty unless it's for WCP social media. Playground staff is to move around the playground and engage with students throughout the thirty minute recess period.

Bathroom Policy

Our policy states that children must be 100% toilet trained before admission to the preschool. We want to encourage bathroom independence as much as possible but we know at times the children will need extra assistance in the bathroom.

Staff members should provide assistance to a child using the restroom only if the child requires extra assistance (i.e. accidents). If a child needs extra assistance, please call the Director or another WCP staff member to support you. Another adult (Director or other WCP staff member) must be present before assisting the child in the bathroom. This is to protect not only the child but our staff. Only female staff should provide this assistance to girls and boys.

Restrooms located in the classrooms: One staff member may provide extra assistance for a child as long as the door stays open and a second staff member is present in the classroom.

Restrooms outside of the classroom: One staff member must check the restroom before the children enter and remain at the door to prevent adults from entering the restroom during occupancy or to be available for assistance.

The foyer bathroom is off limits to Wentzville Christian Preschool children. This is the WCC staff bathroom. If a child is in the foyer, they must use the bathrooms in the preschool area instead (outside room 101). A teacher can call for help in assisting the child.