

RESOURCES AND FORMS

RESOURCES

Listed below are all resource rooms/closets and a basic list of what is stored in each location. Questions regarding resources should be directed to the Facilities, Events and Resources Manager or the Staff Resources Coordinator.

Literacy Closet (EW132)

Big Books

Circle Time Story Boxes (CTSB)

- Please take and return the entire Circle Time Story Box. A complete list of CTSBs is posted in the Literacy Closet.

Story Basket Boxes (SBB)

- Please take and return the **entire** Story Basket Box. A complete list of SBBs is posted in the Literacy Closet.

Dramatization Books

Felt Boards/Felt Story Sets

Folder Games

Puppets

Story Tapes/Books

Teacher Workroom (EW136)

Note: Please **take only what you need; do not take containers**. If supply is unavailable, list the need on supply request clipboard posted in the Teacher Workroom. Please clean up after yourself.

Die Cut Machine

Laminator

Paper Cutter

Paper

Craft Materials

Office and basic supplies

Paint

Film Strips – must request from Staff Resources Coordinator

Seasonal/Holiday books and toys (distribution dates vary)

Resource Closet (EW134)

Note: Please take and return the **entire box with lid and all contents unless otherwise noted** on the box.

Manipulatives for 2's and 3's

Extra Book Collection

Puzzles

Prop Boxes

Auxiliary Office (EW102)

Teacher Resource Books

Infant/Toddler Closet (EW125)

Manipulatives for IT

Puzzles for IT

PreK / K Closets (2nd Floor)

EW202/EW206 & EW209/EW211: Puzzles, construction, literacy, manipulatives distributed between closets

EW208: Kindergarten resources

Science Materials Closet (EW207)

This closet is located inside a classroom. Access only between 7:30-8:45 a.m. See Science teacher for assistance.

Children's Kitchen (EW119)

Cups, Kleenex

Wipes, gloves, other diapering supplies (wipes are for Luke's Place and Kingdom Kids classes only)

Children's Chapel (EW116)

Bible Story Boxes for Chapel Centers

ADDITIONAL THINGS TO KNOW ABOUT RESOURCES

Supply Requests

- Regularly stocked materials needing replenishing should be noted on the "Supply Requests" clipboard in the Teacher Work Room.
- Classroom budgets are to be used for expendable class-specific resources. Your classroom budget will be charged for items purchased that are class specific.

Repair Requests

- Please report classroom or Outdoor Classroom maintenance/repair needs by email to CFrazier@stlukesmethodist.org.
- Urgent repair needs should be communicated directly to the Facilities, Events and Resources Manager.
- **Do not** directly request repairs from any Maintenance Staff (DTK) or Building Engineers. All requests for repairs must go through Facilities, Events and Resources Manager; DTK requests go through the office.

3rd Floor Attic

- Storage space in the attic is very limited.
- Requests for items to be moved to or from the attic must be made through the Facilities, Events and Resources Manager or Staff Resources Coordinator.

- **Do not** leave furniture, etc. in the hallway without prior authorization.

ST. LUKE'S CHILDREN'S LIBRARY

The library here at St. Luke's is open for use by Day School teachers. It is also heavily used by church members and Day School families. The collection grows annually by donations of pre-selected books during the Book Fair (December) and Birthday Book Club (throughout the year).

Along with the library volunteers, please help us keep the library in good working order by following these procedures:

- Take time to check books out (teacher's last name and room number). Do not remove books from the library until the library card is filled out and placed in the check-out box.
- Return books to the library in a timely manner to the bin outside the library. Library staff will check books in and re-shelve them.
- While you have books in your classroom, treat them gently and with respect.
- Teach the children in your class how to properly handle books, including turning pages. When they are still learning, please supervise them. Board books are a great learning tool for young children. If a book is damaged, put a note with it so repairs can be made before it is re-shelved.

Please feel free to offer suggestions on children's books to purchase—new titles or current books of which we need more copies. Email book suggestions directly to Anne McIntyre at AMcintye@stlukesmemothdist.org.

EARLY LITERACY LAB and EARLY LITERACY RESOURCE TEACHER

The **SLDS Early Literacy Lab** was created to reinforce the developmentally appropriate and excellent approach to early literacy teaching endorsed by the Rice School Literacy and Culture program. PreK and Kindergarten classes will spend one morning a week in the ELL. The PreK/K classroom teachers collaborate with the Early Literacy Lab Lead Teacher for a comprehensive and cohesive approach in the lab and throughout the week.

Our **Early Literacy Resource Teacher** consults with teachers in the Threes, PreK, and Kindergarten departments regarding specific practices that enhance the development of early literacy skills. Teachers in younger classrooms may also utilize the ELL Resource Teacher to answer questions about appropriate practice as needed.

DONATIONS FROM PARENTS and/or TEACHERS

Teachers may not request monetary donations from parents at any time for any reason. Requests for materials are limited to boxes of wipes (Infant, Toddler & Twos part-time classes) and recycled items for occasional special projects in the classroom.

We appreciate donations of gently used toys and books from parents. If a parent in your class asks about making such a donation, please direct them to the Day School office or the Staff Resources Coordinator.

*All products must be approved for safety and suitability for group usage using the guidelines of the Consumer Product Safety Commission before they are placed into classroom inventory. Books and toys in good, safe condition that cannot be used by the school will be forwarded to the Christian Community Service Center.

*This includes any toys and resources supplied by classroom teachers.

FORMS and FONTS

The Day School uses four fonts: Arial, Calibri, Comic Sans, and Century Gothic. Please choose one of these fonts for all communication. Century Gothic should be used for any items posted in the classroom.

The forms listed below are located in the AUX office in a file cabinet or in other locations as directed by the office staff. If you take a form and notice that there are only 2-3 remaining in the folder, please notify the receptionist so additional copies can be made.

Many forms are available as templates on the computer network or on the classroom iPad. They can be accessed by going to the DS (Z:) drive and opening the folder named @FORMS TEMPLATES. When using a template, open the file, click "File", then "Save As" to create a new document. You may rename the document and it must be placed in your personal folder on the DS drive.

ACCIDENT REPORT

- Who:** Any staff member/teacher
Purpose: To inform the Director/Program Coordinator and to document an accident
When: Any time a child has an accident on the school/church campus that requires medical/personal care
Where: The completed Accident Report goes in your Program Coordinator's box located in the Day School Office **the same day**

ACCIDENT - PARENT NOTIFICATION OF ACCIDENT OR INJURY

- Who:** Any staff member/teacher
Purpose: **To inform the family of the injured child of the accident**
When: For every accident, complete and send home a parent notification form
Where: The form goes home with the child the same day

DAILY REPORTS

- Who:** Distributed to the teachers of Infant, Toddler, and 2s classes by semester by DS office
Purpose: To give parents details of child's day
When: Throughout the school year
Where: The form goes home with the child that same day

INDIVIDUAL ASSESSMENT

- Who:** Teachers
Purpose: Tool for observation and assessment
When: Throughout the school year, checked periodically by Team Leader
Where: Kept in individual assessment binder; turned in to Registrar at year end

INDIVIDUAL EDUCATION PLAN (IEP)

- Who:** Teachers of children with diagnosed special needs
Purpose: Provide individualized support in curriculum planning
When: Upon diagnosis of special need
Where: Kept in lesson plan book, turned in to the office at end of school year

INFANT CARE FORM

- Who:** All teachers of children under 1 year of age
Purpose: Record of feeding and care **required by licensing**
When: Must be updated and signed by parents every 30 days
Where: Posted inside a cabinet in classroom. Turned in to Registrar at year end.

REIMBURSEMENT REQUEST

- Who:** Administration and teachers
Purpose: To receive reimbursement for supplies purchased and used in the classroom
When: Completed form with receipts stapled to the back is turned in **within 30 days of purchase** (on each receipt, circle amounts to be reimbursed—no highlighters). No sales tax or receipts older than 30 days will be reimbursed.
Where: Completed form with receipts in the Facilities, Events and Resource Manager's box

TAX EXEMPT FORM

- Who:** All teachers who make purchases for their classrooms
Purpose: To prove that school is exempt from state sales tax; sales tax cannot be reimbursed
When: Upon purchase
Where: At store; more copies are available in the DS office

TRAINING LOG

- Who:** Administration and teachers
Purpose: Tracking all training hours by content area for the staff person for the school year (24 hours/year required by Licensing)
When: Each time a staff person attends and completes a continuing education workshop or seminar, the training hours are recorded on this form
Where: Kept in the continuing education file. Each staff member has a folder and it is the staff member's responsibility to update and keep the form current. **Put original training certificates in your file.** Admin will check the file at mid-year conference; file turned in to Admin at end of year review.