

SLDS STAFF HANDBOOK

TABLE OF CONTENTS

ABOUT OUR SCHOOL

Our Mission
Philosophy & Vision Statement
Administrative Model
General Responsibilities
Communication
Christian Education
Ancillary Classes
Map

THE ST. LUKE'S TEACHER

Job Descriptions
 Day School Classroom Teacher
 Apprentice Teachers
 Shepherding Teachers
 Day School Support Teachers
Day School Teacher Policies/Procedures
 Ethical Conduct
 Staff Professional Development Plan
 Compensation
 Proper Attire
 ID Badge/Classroom Keys
 Addressing SLDS Staff Members
 Clocking In and Out
 Mailboxes
 Holidays and Time Off (PTO)
 Absences / Substitutes
 Personal Breaks
 Personal Phones/Electronics
 Use of SLDS/SLUMC Technology
 Babysitting Children in Your Class
 Program Review
Mid-Year Meeting & Employment Review
Health and Safety in the Workplace
Vaccine-Preventable Diseases and
Recommended Vaccinations

THE ST. LUKE'S TEACHER (cont.)

Teacher Support & Stress Management
Just for Fun
 Staff Birthdays
 Secret Santa
 Pink Day
 Go Texan Day
 School Spirit Days

HEALTH & SAFETY

Supervision
Handwashing
Infection Control
Protecting from Sun / Insects
Sanitizing Procedures
Diaper Changing Procedures
 Diaper Cream Application
Illness Policy for Children
Allergies, Food and Other
Reporting Communicable Diseases
Medical Injury or Emergency
 Medical Emergency Statement
 Emergency Contact Numbers
 Staff Instructions (Medical Situations)
 Dispensing Medication
Emergency Procedures
 Fire
 Fire Extinguisher Operating Instructions
 Shelter in Place
 Emergency Evacuation Plan
 Severe Weather Alert
Security Procedures
Volunteer & Visitor Information
Supporting Good Nutrition
Outdoor Play Areas
Reporting Abuse & Neglect

CLASSROOM ENVIRONMENTS

- Classroom Environments Initiative
- Common Classroom Design Elements
 - Child-Centeredness Checklist
 - Visual Order Checklist
 - Natural Elements Checklist
- Classroom Set-up Checklist
- A Few More Things to Know
 - Housekeeping
 - Reduce, Reuse, Recycle
 - Maintenance Requests
 - No Postings on DS Painted Hallways

CLASSROOM PROCEDURES

- Supervision
 - Face to Name and Counting Procedures
- School Start-up
 - Preparation Checklist
 - Paperwork and Binders
 - Health and Safety Items
- Parent Communication
 - Parent Packet
 - Welcoming Calls and Letters
 - REMIND Classroom Communication
- Start of School Events for Families
- Additional Classroom Procedures
 - Late Enrollment
 - Real Food as Play Material
 - Coffee, Cokes, Snacks
 - Restrooms
 - Pajama and Pizza Parties
- Curriculum & Lesson Plan Guidelines
- Value of Teaching through Learning Centers
- Outdoor Classroom Guidelines
- Discipline & Guidance
- Confidentiality of Children's Records
- Assessment of Child Progress
 - Purpose, Value, and Use
 - Ways We Assess Children's Progress
 - Communicating with Families

- Working with Consultants
- Arrival of Children
- Dismissal of Children
- Proper Entrance to the Building
- Miscellaneous Important Procedures
 - Luke's Place End of Day Procedures
 - Closing Due to Weather
 - Birthdays
 - Birthday Book Club
 - Balloons and Candles
 - Water Activities
 - Animals
 - Collection of Cash

RESOURCES & FORMS

- Resources (Location)
- Additional Things to Know About Resources
- St. Luke's Children's Library
- Early Literacy Lab
- Donations from Parents and/or Teachers
- Forms and Fonts

PARENTS

- Family Handbook (insert included)
- Establishing Relationships
- Parent Conferences
- Suggestions to Offer for Parent Involvement
- Parent Advisory Council
 - PAC Job Descriptions/Information
- St. Luke's Safety Policy (Volunteer Registration)
- Transition to the Next Class or School
- Adult Conduct

SLUMC Employee Handbook as Amended for SLDS includes additional important policies and is a separate document

