

## Staff Duties - Beginner Classroom (Usually 12 to 18 months old)

Teachers in this classroom need to understand the duties and responsibilities of Infant, Beginner, and Toddler care as this classroom may have a range of ages and development levels. Some may be in cribs and transition to mats or cots over the coming months. Some children may be transitioning from an Infant feeding plan to the center's menu and some may even be moving from a bottle to a sippy cup. Please review all policy and procedure and state regulations regarding the care of Infants, Beginners, and Toddlers before being assigned to this classroom.

### Duties:

- Greet each parent and child by name upon arrival.
- Prepare and gather any supplies needed for the day.
- Review Safe Sleep policy for children in cribs. Children who are walking and one year old can transition to a mat or cot and may have a light blanket and soft animal.
- Ensure each mat/cot/crib has a clean, tight fitting sheet and all mats/cots/sheets are in good repair. Mats/Cots should be cleaned and sanitized weekly or more often as needed.
- Mat/Cot sheets and personal blankets must be stored separately to reduce the spread of germs.
- Mats/Cots must be designated for individual use and stored without sleeping sides touching.
- Make sure that all locks on drawers/ cabinets are functional.
- Restock diapers and wipes in the changing table. Ensure that any diaper cream or ointment is kept in a locked drawer and that each child has a signed copy of an External Preparations form in the class binder.
- Restock any supplies needed (tissues, paper towels, soap, etc.) Sanitize Sinks and counters.
- Label cleaning spray bottles. Bleach water should be made daily. Keep out of the reach of children.
- As children arrive, check/change diapers as needed. Diapers should be changed every 2 hours or more frequently as needed. Be sure to update Infant Daily Sheet or any App reporting used.
- Ensure all bottles and sippy cups and food from home items are labeled with child's first name, last name and date upon arrival. We recommend pre-making labels with the date to make drop off time easier.
- Implement age appropriate lesson plans. (Discovery Point Connections®, Creative Curriculum®, or teacher created plans based on state learning standards.) All plans and activities should be individualized based on the needs of each child.
- Interact with the children throughout the day, be mindful of tone of voice. The day should be a mix of both free play and teacher led activities. Do NOT require that children sit for any length of time. Gather children for story or song or play, but it is fine for only a few to stay attentive. Just keep an eye on the others as they play nearby.
- The opening teacher should update the closing teacher on anything that happened during the morning, or leave notes for the closing teacher. Schedules may overlap a few minutes to give the teachers a chance to discuss the day.
- At the end of each day, be sure to send home any soiled clothing, bottles and personal sippy cups. If there has been an incident requiring a "Boo Boo Note", explain what happened and let the parent know the report is available from the management staff.



- Maintain attendance throughout the day. Both child's time of arrival and time of departure should be noted daily on the attendance sheet.
- Proper handwashing procedures should be followed throughout the day.
- Class should be kept "Tour Ready" at all times.
- Depending on the ages in this classroom, children may nap or individual schedule or transition to whole class nap time. Soft music should be played during rest time. Quiet activities should be provided for any children not napping or those that wake up before nap time is over.
- Be very mindful of food service, especially if serving and eating in the classroom. Make sure all children's hands are washed and children are seated before plates are filled. All food should be cut in smaller than ¼ inch pieces since children of this age are at a high risk of choking. No whole or round cut hot dogs, popcorn, whole grapes, cubed cheese or other food of similar size.
- Rest time should be used for after lunch cleaning and preparing for the afternoon's activities.
- Sanitize equipment and toys throughout day as needed. Be sure to remove any "mouthed" toy immediately for cleaning.
- Sweep and clean up as often as needed. Mop and vacuum with no children present.
- Tables should be cleaned and sanitized after meals and activities.
- Chairs should be cleaned weekly, or more often as needed.
- Any soft furniture should be cleaned and sanitized weekly. Daily check for worn edges or tears.
- Perform daily visual check for hazards including playground checks for trash, standing water, and hot surfaces.
- Keep clipboard with up to date attendance/face to name sheet with you at all times.

Children should start getting in the routine of lining up with a fun song and happy name to face roll call upon exiting the classroom and entering from the playground. Children should march in line and not be allowed to run ahead exiting or entering the classroom. Specific praise and re-direction can be used at this age, but joyful enthusiasm is the best way to keep children engaged.