

**March Madness**

Be on the lookout for information about our March staff challenge! Big prizes, Big winners!

**Cleaning Chart Checks**

You should be checking your cleaning charts first thing in the morning, during nap (11:30-2:30) and before you leave each day!

**Primary Care Groupings**

Each classroom should have, posted on the wall, their list of primary care groupings. This helps support staff when they substitute for the day.

**Unattended drinks and food may not be left around the building**

Do not leave cups, sodas, or anything else around the building.

**The Staff Room is not your home**

Clean up your stuff. If you do not have enough storage room, please see Heidi. You should not be leaving things on the back counter, tables or anything else.

Trash being left out in the staff room is out of control. Lauren is going to start throwing everything out each morning or putting items out of place in a bin.

**Want a bonus points for the March Madness competition? (Team leads will get a point for their teams)**

1 point for stopping into see Lauren and making a dolphin noise.

1 point for telling Lauren a knock knock joke.

1 point for leaving a piece of red paper in Miranda's office, you have to tell Lauren when you do it (Max 3 points)

**Events!**

- **3/4**-Bring in your flower
- **3/15**- Wear green day (bonus points for wearing GREEN DAY GREEN DAY). Class parties 3:00pm
- **3/19**- REQUIRED staff meeting 6:15pm
- **3/21**- Board of Trustees meeting

**Plan ahead!**

**May 21st 6:15pm**-Pre-K Celebration. If you are a PK or Explorers teacher make sure you save the date! Other staff members may also help with this event. This is a concert/graduation at Veteran's Memorial Auditorium. We will be giving you more information soon!

**August 9th** is a required staff training day. No children may attend, so start looking for a sitter now

**August 17th** is fun day Saturday. 7:00-4:00. No children, so start planning now!

**Did you know?**

If you have over 120 hours of paid personal time banked, you can get a "buy back" 4 times a year (quarterly) for up to 20 hours of time! Make sure you see Lauren if you want to exchange excess paid personal time for \$\$\$\$ by the end of March (end of quarter one)

**Did you know?**

After your first 90 days you are given a quarterly retention bonus (\$250). This bonus will be paid out during the first week of April!

<b>Spirit Week March 25-March 29th</b>				
Monday	Tuesday	Wednesday	Thursday	Friday
Funky Sock day	Wacky Hair Day	Favorite Outfit Day	Costume Day	Pizza and Pajama Day



## WOW Staff Calendar March

Monday	Tuesday	Wednesday	Thursday	Friday
				1
				WOW Book Drive Starts Cleaning charts due
4	5	6	7	8
<b>MARCH MADNESS!</b> Bring in your flower Hang up lesson plans		Lesson plans due		Cleaning charts due
11	12	13	14	15
Hang up lesson plans		Lesson plans due		Class parties 3:00pm Cleaning charts due
18	19	20	21	22
Hang up lesson plans	Staff meeting 6:15p-7:30p	Lesson plans due	Board of Trustees Meeting 6:15pm	Cleaning Charts Due
25	26	27	28	29
Hang up lesson plans Sprit week (funky socks)	Wacky Hair Day	Lesson plans due Favorite Outfit Day	Costume Day	Cleaning Charts Due WOW Book Drive Ends Pizza and PJ day

<p><b>Required events this month</b></p> <p>Staff meeting (3/19) 6:15-7:30p (you cannot bring your kids to this)</p>	<p style="text-align: center;"><b>Observation Month</b></p> <p style="text-align: center;"><b>Music and Movement</b></p>	<p style="text-align: center;"><b>Other things to know</b></p> <p style="text-align: center;"><b>IT IS WOW MADNESS MONTH!</b></p> <p>Starting in 2024, staff members must attend 1 board meeting a year. This board meeting will be paid!</p>
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# Employee Tips on Difficult Parents

*Here are a few tips on how to deal with difficult parents!*

*Remember, you are not a friend to the parents, you are their child's teacher!*

## **Parent wants to talk to much**

*Your job is to be a teacher, not to be the person parent's talk to about personal things. You should never be in long conversations with parents when you are in ratio.*

Try: Hey, I would love to hear more about this. Can you set up a time to talk with me at the front desk, I have to be with the children right now.

## **Parent is upset:**

*If it is a small issue you can solve, do it! If not...*

Try: I am so sorry that you are having this issue. Please talk to the front desk, the class really needs my attention right now.

## **Parent wants to leave their sick child at school:**

*If a parent tells you their child was sick last night, or the child has a temperature or something else wrong with them.*

Try: Before you leave your child, I need you to go to the front desk. (then call front desk to tell them what is up)

## **Parent wants to talk about things that are not appropriate in the classroom:**

*This often happens when parents are in a divorce situation or just because they view you as a friend. Remember to keep the relationship with parents professional.*

Try: I am sorry, this conversation is not appropriate around parents. Please set up a time to talk with the front desk.

## **Parent wants to talk to another parent in the classroom**

*If parents want to socialize in the classroom, it is your job to shut it down. Try:*

Try: Hey, if you would not mind talking outside of the classroom, that would be great. I just need to keep the children on task and without distractions.

## **A parent dumps their kid and runs (without a temperature check)**

*This cannot happen! Parents must stay in the room until their child is checked in. This may mean you have to multi task while talking to other parents.*

Try: Write a note first to them in Procure reminding the parent they must stay until their child's temperature is checked. If that does not work, come and talk to Lauren.

## **A parent wants to complain about another parent**

*Shut it down ASAP. As soon as they start to say something:*

Try: I am not going to be able to help you with this issue. Please contact the office for help.

## **A parent who wants to complain about a staff member**

*No one, but a member of the administrative team, may take a complaint about another staff member. Shut it down immediately*

Try: I am not going to be able to help you with this issue. Please contact the office for help.

## **A parent who wants you to pass along a message to another staff member.**

*You can of course listen, but also tell them to message their teacher through Procure*