

## PRE-Kindergarten

- Use Number Calling System or text messages (see registration cards) to request additional help or to call child's parent. Every child checked in should have a number. The number can be given to the power point workers to call parent, Director, Crossview Childcare Coordinator, or her assistant.
- Pre-k classroom not to exceed 20 students with a 10-to-1 adult ratio.
- Enter classroom attendance in "Childcare Binder". This helps with curriculum ordering and staff scheduling.
- Female Children's Ministry Servants will change diapers as needed, sanitize changing surface with bleach water or commercial solution after each change, and wash hands after each change.
- Students who are potty trained may use bathrooms 1-at-a-time with the door left ajar for teacher/helper supervision. Teacher/helper is not to enter bathroom with student without a witness. At the end of class, KBC Campus toddler bathroom toilets should be cleaned sanitized.
- Teachers/Caregivers will stay to clean up after the children leave (see checklist in Childcare Binder). Follow toy sanitizing instructions, sanitize eating areas, countertop areas, and put dry toys away. Vacuum with electric vacuum.
- KBC Campus workers will take classroom and bathroom trash to dumpster on the way out and replace garbage liner(s). Feel free to team-up with other classroom teachers for this task.