

September Staff Newsletter



▣ Staff Newsletter - What's Inside This Month

- **Small Moments, Big Impact**
- **Staff Milestone Shoutout** - Celebrating achievements and anniversaries
- **LinkTree Reminder**
- **ELC's TIPS Program** - Training and support resources
- **Annual Training Hours** - Tracking your required hours
- **Reminders** - Things to know
- **Upcoming Dates**

▣ Small Moments, Big Impacts

A new school year brings big milestones, new routines, and lots of learning—but sometimes, it's the small moments that matter most.

A smile at the door. Sitting beside a child who is having a hard morning. Celebrating a new skill. Listening to a story. Helping a child feel brave enough to try again.



These moments may seem small to us, but to a child, they can mean everything.

As we begin this new year, let's remember that every interaction is an opportunity to help a child feel seen, valued, safe, and loved. Those are the moments they carry with them long after the day is over. ▣

📱 Staff Milestone Shoutout!

We have so many amazing team members celebrating milestones at PCH this year! We are incredibly grateful for the time, dedication, and love each of you has given to our PCH family. 📱

📱 **10+ Years at PCH**

Colleen — 15 YEARS!!!! 📱

Patti • Paulina • Jackie • Karen • Mary Ann • Sam

📱 **5+ Years at PCH**

Geidy • Sara • Arika • Larissa • Kara • Krissy • Tanya • Geovanna

Thank you for being such an important part of PCH! Here's to celebrating everything you've contributed and all the memories still to come!

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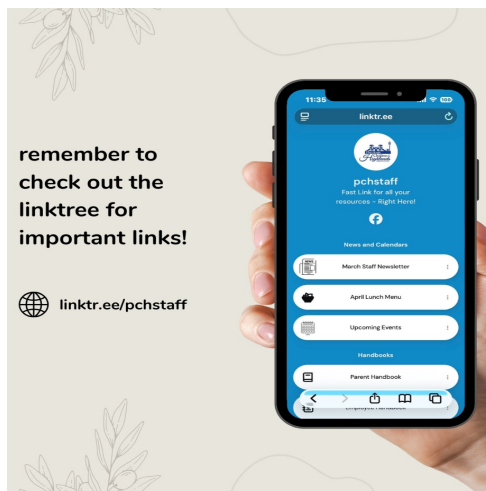
📱 **Bookmark Our Staff Linktree!**

[Linktr.ee/pchstaff](https://linktr.ee/pchstaff)

Why should you bookmark it? Because this is where you'll find the latest and most up-to-date information for PCH staff!

You'll find:

- 📱 Upcoming Dates
- 📱 Reminders & News
- 📱 Newsletters & Calendars
- 📱 Handbooks
- 📱 Training Websites
- 📱 And More!



This site will be one of our main hubs for keeping staff informed. Information will be updated throughout the year, so please make it a habit to check the Staff Linktree REGULARLY for new information, updates, reminders, and important resources.

📱 [Linktr.ee/pchstaff](https://linktr.ee/pchstaff) — Bookmark it today!



Earn Money with ELC's TIPS Program

The Training Incentive Program (TIPS) from the ELC rewards early childhood educators for completing professional development!

What you get: Earn a \$590 stipend for completing approved training hours!

△ Enrollment Info:

- You must enroll online, take an orientation, and then sign the Participation Agreement.
- When you do the participation agreement, make sure you have a copy of your routing and account number for direct deposit. You can grab a copy from your file OR you can take a screen shot of the information from your bank app and submit that.

The TIPS program will no longer accept trainings from anyone other than ELC unless approved by them. Please refer to your Participation Agreement through the Early Learning Coalition.

For more info, check out the linktr.ee/pchstaff

To apply, go to this website - <https://elcpolk.org/tip/>

□ Annual Training Hours

□ Professional Development Opportunities!

There are **several ways to earn CEUs and complete your required training**, so don't wait until the last minute!

Training Options:

- **DCF Training Portal** – Free DCF classes; you only pay for testing on Parts 1 & 2.
- **Teaching Strategies** – CEU courses focused on classroom practice.
- **Cox Campus** – Additional online CEU opportunities.
- **ELC Trainings** – In-person and on-demand learning opportunities. (Required if doing TIPS)

Annual Training Requirements:

- **Full-Time:** 25 hours/year
- **Part-Time:** 10 hours/year

□ **December 1 Goal:** Half of your annual hours completed

□ **June 1 Goal:** All annual hours completed

Need to check your hours?

Visit our **Staff Linktree → View Training Record** for your current training information also links to websites!

There are plenty of options—start earning those hours! □

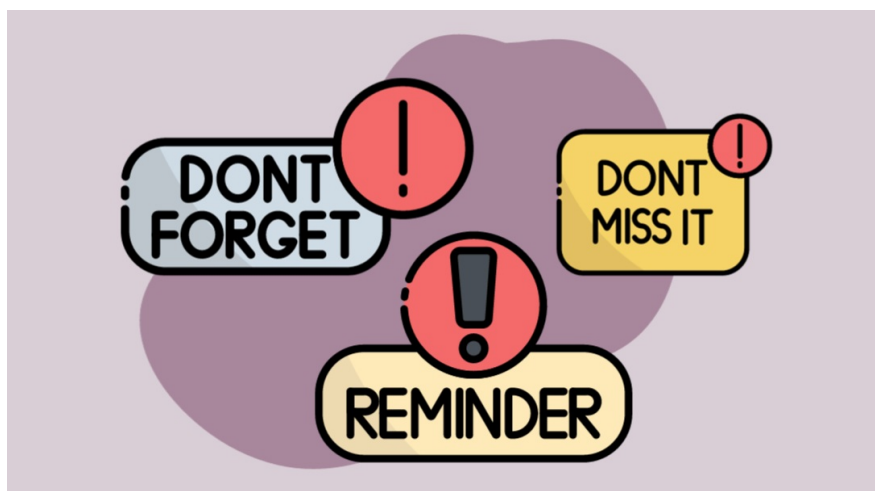
Confidentiality, Expectations, and Reminders

- **Confidentiality and Talk in Bathrooms/Halls:**

- As we begin the new school year, we want to remind everyone of the importance of maintaining confidentiality and professionalism at all times. When discussing children, conversations should always be on a need-to-know basis, and any behavioral or family concerns should be discussed privately with a Lead or Director.
- Please be especially mindful when in the bathrooms and hallways, as parents, staff, and children are often walking through and can hear conversations.
- When speaking with children, remember to get down to their level and use an appropriate inside voice, just as we expect from them.
- If you are struggling in your classroom or need assistance, please do not hesitate to call out for help—we are a team and are here to support one another.
- Most importantly, remember that we are at the beginning of the year, and our children are still learning; they are younger individuals who need routines, expectations, and rules taught and reinforced multiple times before they become consistent. Please remain patient, consistent, and encouraging, while also making sure these expectations are followed by everyone.

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- **Kitchen:** Check with Tanya before taking anything. Lunch counts and allergy information are due to Tanya by 9:00 AM.
 - **Sign-Out:** Children must be signed out by the correct authorized person each day.
 - **Absences:** Staff absences must be submitted by 9:30 AM.
 - **Cell Phones:** Use only outside the classroom—never in bathrooms with children. Repeated misuse may result in a write-up.
 - **iPads:** For classroom tasks only—photos, music, communication, and Teaching Strategies. No videos or movies without approval.
 - **Playground:** Put away all equipment, including balls and bikes, before leaving.
 - **Clock-In:** Clock in only at your scheduled time, unless approved by Kelly or Arika.
 - **Bathrooms:** Check stalls after use and leave bathrooms clean.
 - **5:00 Teachers:** Take out the trash and help the 6:00 teacher with cleanup.
 - **Teaching Strategies:** Keep your account and observations up to date. See Mrs. Patti if you need help.

- **Lesson Plans:** Complete correctly and place them in the folders across the hall monthly.
 - Sam will be checking over the lesson plans this month. If you do not have any turned in, you must submit them to the folder by September 8th.
 - Remember that a lesson plan should be displayed Monthly or Weekly, depending on age group. This includes infants.
- **Nursemaid's Elbow:** Never pull or lift a child by the arm. Always lift children by supporting them under the arms to help prevent injury.
- **Children Transitions:** Don't always rely on a count alone - During major transitions of kids, such as Outside to Inside, Fire Drills, or anything specific that moves a full group of children, use a Face to Name approach to ensure that all children are always accounted for.
 - Keep Transitions consistent and tight. Always as a group, with a teacher guiding and another from the back observing. Don't open a gate or door without knowing the group is ready to go.



- **Lunch Guidelines**
- To keep things simple and consistent:
 - If a child with a packed lunch asks for extra food, check with the parent first, and go ahead and give the child food.
 - If you provide a school lunch, let the parent know. Next time it may be charged.
 - Always mark it as “provided lunch” unless told otherwise by admin. You can make a note in the attendance book that they were provided one.

One Last Reminder: Sam will start looking over attendance books this month - remember that you should be marking your attendance book as well as checking Procure. These things should MATCH. If you are a classroom with Lunches, You may put an L for a school lunch or a P for a packed lunch so I can go over lunches.

DCF's Annual Renewal Inspection in October

Licensing Inspection Preparation - Annual Renewal

The Licensing Agent will be out next month for our annual renewal. This visit will be longer than usual, as they will be reviewing staff files, student files, and more.

➔ Please note: During this time, they will also conduct a fire drill, which usually happens during children's nap time. ***This is just a heads-up so you're prepared.***

Checklist for Classrooms & Common Areas:

- ☐ Evacuation routes posted on/near doors in every classroom
- ☐ Emergency numbers and staff-to-child ratios posted clearly and visibly
- ☐ Classroom mats free from rips, tears, or tripping hazards
- ☐ Ceiling tiles intact (no stains, sagging, or damage) including vents need to be cleaned.
- ☐ General maintenance issues addressed (walls, paint, furniture, doors, locks, etc.)
- ☐ Fridges/freezers at proper temperature (thaw/clean if needed)
- ☐ Personal belongings stored in locked cabinets or kept out of the classroom
- ☐ Diaper creams/medications checked for expiration dates
 - Topical permissions must be current and a copy kept with the cream/medication in the room
 - If you need copies of forms, we can provide them
- ☐ Cleaning supplies and hazardous items stored out of children's reach.
- ☐ Bathrooms and sinks in working order (soap, paper towels stocked)
- ☐ Playground inspected for safety (no broken equipment, secure fencing, gate latches working)

Checklist for Transportation (Buses):

- ☐ Buses clean and free of damage (seats, flooring, etc.)
 - ☐ Seat belts in good condition and functioning properly
 - ☐ Alarms checked — ensure the *entire alarm system* goes off (not just the warning, but the horn)
 - ☐ Bus logs up to date and turned in weekly (thank you for staying on top of this!)
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UPCOMING DATES

September

- **7th:** Labor Day – PCH CLOSED
- **12th:** ELC Conference (If you are signed up)
- **21st, 22nd, 23rd:** Preschool Photos
 - **21** - Sharks, Narwhals, Penguins, Seals, & M/W/F (all siblings join if the oldest sibling is scheduled on this day)
 - **22** - Starfish, Dolphins, Clownfish, Butterflies, and T/TH Students (siblings join only if not photographed on Day 1)
 - **23** - Whales, Sea Turtles, Caterpillars, Jellyfish, and Rainbowfish (siblings join if scheduled for this same day)

October - Licensing this month!

- **All Month:** Pumpkin Patch
- **3rd:** Pumpkins Arrive – Volunteers welcome!
- **24th:** PCH Fall Festival & Craft Fair, 9:00 a.m. – 2:00 p.m.
- **28th:** Trunk or Treat during Wednesday Night Worship

November

- **26th & 27th:** Thanksgiving – PCH CLOSED