



Kindergarten Staff Meeting | Sukkot I | 2017

1. Aliza will now be responsible for writing on the parent notice board in the afternoon for the next day. Cynel will check it every morning, and add to it if needed
2. Letting parents in the morning. 'TAKE' children from the parents, let parents feel 'you are in control' and they are 'handing over' their child to you
3. Make sure the children are focused and stimulated in the morning, seems a bit boring now – introduce the children to specific things, rather than just 'hanging out' at the ball pool
4. Children **CAN** go to the Language Lab and upstairs before 8:30 if there are staff there, and it can be good to distribute some of the children. If there are children who are very upset, let them go with Cynel upstairs
5. Moving around the building – things to remember
 - a. Upstairs staff initiate the 'change-over'
 - b. Avoid contamination of children – no groups in the same place at the same time (eg – crossing on the stairs, coming into or out of the same room)
 - c. Children in the villa or garden waiting to go upstairs, should also wait in the Construction room
 - d. Children coming into the villa, should enter through the art room
 - e. Children waiting to leave the language lab, should line up outside with their back against the wall
 - f. During transition times (especially) children should never be 'waiting' make sure there is a song, actions (head, shoulders, knees and topees etc) to keep them busy and occupied during 'waiting' times.
6. Communicating with parents: Staff should feedback, only basic information, such as what we did today, and refer parents to the board, and the folder for sleep times, please STAR [*] next to the child's name if they had an accident or there is some other key information that needs to be fed-back. ANYTHING else – refer to the team leader. No staff should spend more than 60 seconds with a parent at the end of the day. Sivan was specifically reminded, to be more brief and to the point with parents, and to refer to the TL when required.
7. We need to be **much** stricter and more **consistent** with asking children (especially Red and Blue) to put things away, and/or keep things in their zoned areas. They have a habit of just 'dropping' things. The children need to be clearly directed by staff to put things back and take more care of managing the spaces and respecting the zones set out
8. Where children are not using resources properly (eg – pulling out the toilet roll) we need to teach them how to use the resources properly, not remove the resources from them.

9. Messy Play Area – doughs, rice, corn flour etc – once opened MUST be thrown away, or stored in an air-tight container, they cannot be left in small trays and put on the shelves. This attracts bugs and rats
10. The messy Play Blue tray is too high for the children when it is put on the tables, therefore, it should go on the floor. Tables should be pushed back against the walls, and the chairs, moved away from the tables, not pushed back behind the tables.
11. All plastic bags should be removed and not kept in near/ the back area. The Supersal paper bags should all be kept in the kitchen on top of the bookcase
12. The toilets should have no chemicals within children's reach, only on the TOP two shelves of the children's bathroom. Toilet paper must be out, ready and available for children to use independently
13. During sleep time, do not remove any furniture or items from the construction room to the art room. They can be stacked on the block of drawers in the middle of the room
14. Children who do not want to sleep or wake up should have the option of choosing a book – please do not force the children to just lay down without anything to do
15. Please ensure that there is a clearly labelled tray available on a chair in the art room at all times, for children's work.
16. Everyday work should be sorted into the children's folders
17. The easels should be set up and available daily for the children to use
18. During the activity rotation, please dive straight into the activity and do not do a 'circle' or 'welcome' at the beginning of each activity set during the rotation. Only language lab.