

Policies and Procedures for CYRE Program: TEACHERS of Preschool and Elementary

(The term “parent”, in this document, also means “the responsible party”)



Requirements and Background / Reference Checks:

- Teachers in the CYRE Program must be UUC members or active in the CYRE Program or UUC for at least three years.
- All classroom teachers are volunteers. They must all be approved by the Director of Religious Education for Children and Youth (DRECY).
- All Teachers (except teens) are subjected to a computerized criminal background check. The DRECY has the option of checking references.
- The only other adults allowed in the classroom with the children are the approved Parent Assistants and approved special guests. These adults do not need to be church members nor are they subject to a background check. However, they are not to be alone with the children except in the case of emergency.

Age Requirements:

- An adult is defined as anyone 18 years of age or older.
- Teens 13 and older may teach if the children are at least five years younger than them.

Training Requirements of Teachers:

- Teachers are provided with curriculum and materials customized to their students' ages.
- All teachers are strongly encouraged to attend an annual orientation with the DRECY in the late summer which includes a strong grounding in safety policies and procedures. Updates and reminders are emailed periodically.

In Case of Illness or Tardiness:

- If, on Sunday morning, a teacher is running late or cannot teach as scheduled, s/he should call the RE office and try to reach the DRE or RE Assistant. If neither is available, an email and/or voice message is required.

Two Person Rule:

- Two Adults must be in the room with the children at all times – except in special situations such as the use of the bathroom by a child or the need to contact RE staff.
- Parents should stay with their child until there are 2 teachers (or parent assistant and teacher) present

Visibility:

- Each classroom has at least one door with a fisheye hole or a Dutch door. All Dutch doors shall remain open at all times.

Behavior Management:

- A class covenant will be developed by the children and teachers the first day of class. It will be referenced in circle time each week for about a month, with all children signing it over that period of time. After that, it will only be referenced when violations take place as children are called to honor their promises.
- Minor infractions will be dealt with by the Teachers with appropriate physical signals to the child. Should a child continue to break the covenant and behave inappropriately, the Teachers may do one or both of the following: 1) take the child away from the group to discuss the behavior; 2) If the behavior continues, escort the child to the RE office. Parents will be notified if the latter happens.

Emergency Evacuation Procedure:

- Teachers are provided with procedures to follow in the event of an emergency evacuation or a fire drill (annual requirement). Maps are posted around the RE wing alerting parents to the location of their children's outside rendezvous points.
- Children will exit quietly and be marked off on the teacher's attendance sheet before entering the playground rendezvous location.

Drop Off and Pick Up:

- All children must be signed in on the class attendance sheet before the parent may leave.
- The only people allowed to pick up children are the parents who signed them in or the pre-approved siblings or other adults as noted on the CYRE registration form. The exception is when a parent gives verbal or written permission to the Teachers for someone else to pick up her/his child that day.
- When picking up their children, parents must initial the attendance sheet so their child can be checked off as having been picked up.
- All children in these classes must have a parent on site responsible for them.

Overnights and Off-Site Trips:

- There is a separate sheet of policies and procedures for trips.

Illness / Accident:

- Parents are asked not to bring their children to CYRE if the following is present: a fever, colored discharge from the nose or eye(s), or an upset stomach, vomiting or diarrhea.
- If a child arrives in class with any of the symptoms mentioned above, a Teacher should ask the parent to remove the child from the class.
- Teachers should know the location of the nearest two first aid kits.
- In the case of anything serious, the parent/guardian will be contacted.
- Teachers cannot apply ANY topical ointments, etc to children with the exception of bug spray. If parents do not want children to receive bug spray, they need to inform RE staff.
- Teachers cannot administer any medication for children except an emergency epi-pen, but even then only with written parent approval (on registration form).

Suspected Abuse:

- All volunteers and church staff are mandated reporters and are to report any suspicions of child abuse to the DRECY.