

# Welcome to the



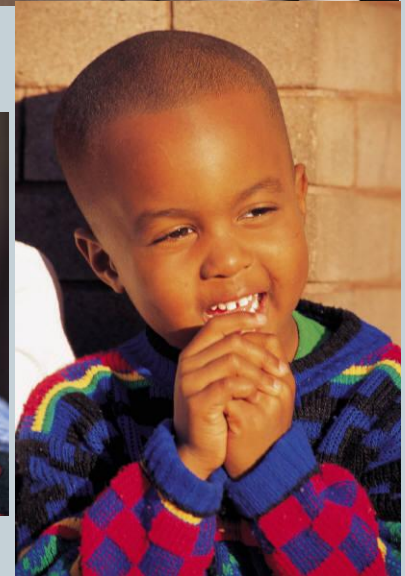
**EMU CHILDREN'S INSTITUTE**

**STUDENT STAFF ORIENTATION**

# Topics



- Communication
- Kitchen Etiquette
- Confidentiality
- Parents
- Tips on Interacting with Children
- Daily Responsibilities
- Safety Procedures
- Emergency Procedures



# Communication



- Information **to** you  
email/sub board – please check frequently

- Information **from** you  
website, forms, telephone

CALL (no email) WHEN YOU CAN'T COME IN!



# FORMS for STUDENT STAFF

- I-9
  - On campus, in person
  - 3 follow-up steps in emich account (student services, student employment menu)
- Finger printing
- Medical Clearance/Physical
  - Form available in office, or any form that clearly states “fit to work with children”
- TB Test
  - Must be negative
  - Can be on same form as physical
- COVID-19 Policy
  - Review/sign

MEDICAL CENTER

NAME \_\_\_\_\_ AGE \_\_\_\_\_

ADDRESS \_\_\_\_\_ DATE \_\_\_\_\_

R

SIGNATURE \_\_\_\_\_

REFILL 0 1 2 3 4 5 PRN NR

# FORMS for STUDENT STAFF



- **MiRegistry Training**
  - 10 hours
  - To be completed in scheduled sections
  - Paid!
- **Direct Deposit**
  - EagleOne student ID card must be activated
  - Within emich account - payroll preferences, add bank account

# Days Off

## We rely on you. . .



### *Please be ON TIME*

*Schedules are important to keep things running smoothly*

- Calling in late (even 10 minutes) 734-487- 2348
  - Calling in sick – we need you to be healthy! (contagious for 24 hours)
- Available 24 hours for messages!

### Requesting time off

- Schedule in advance
- Form: give to Alistair



# Reporting Work Time for Paycheck



- Web time entry  
My emich, Employee, Services Main Menu, Time sheet
- Every two weeks
- Reminders sent out by email and near time clock



# Kitchen Etiquette



## Menus

Week of:					
<b>Breakfast</b> <b>Served: 7:30 – 4:30</b> 1. Fluid Milk 2. Fruit, Vegetable, or Juice 3. Grain/Bread Other/Food Combination	Milk * Cereal Fruit_____	Milk * Cereal Fruit_____	Milk * Cereal Fruit_____	Milk * Cereal Fruit_____	Milk * Cereal Peaches Fruit_____
<b>Entree</b>	Soy Butter & Jelly	Dino Nuggets	*Cheese/Pepperoni Sticks	Taco Salad	Breakfast for Lunch
<b>Lunch</b> <b>Served: 12:00 – 1:00</b> 1. Fluid Milk 2. Meat or Meat Alternate 3. Fruit or Vegetable 4. Fruit or Vegetable 5. Grain/Bread Other/Food Combination	Soy Butter & Jelly Sandwiches String Cheese Veggie_____ Bananas	Milk *Dino Nuggets Whole Wheat Roll Veggie_____ Fruit_____ *MA: Veggie Chicken	Milk Cheese & Pepperoni Sticks String Cheese Veggie_____ Fruit_____ MA: cheese Sticks	Milk *Taco Salad with Romaine Lettuce & cheese Tortilla chips Fruit_____ MA: Veggie Crumbles	Milk Waffles Maple Sausage Orange Juice Fruit_____ *MA: Veggie Sausage
<b>PM Snack</b> <b>Served: 3:00 – 4:30</b> (Serve 2 of 4) 1. Fluid Milk 2. Meat or Meat Alternate 3. Fruit, Vegetable, or Juice 4. Grain/Bread	Goldfish 100% Juice	Pretzels 100% Juice	Wheat Crackers 100% Juice	Graham Crackers 100% Juice	Teddy Grahams 100% Juice



# Kitchen Etiquette



## Handwashing & Gloves every time



## Food Essentials

- Milk- date and time
- Leftovers –place on back counter
- Dishes - place in/on dish cart
- Breakfast – fruit in fridge, top shelf
- Snack – produce in fridge, middle shelf
- Lunch – child size portions



# Kitchen Etiquette



## Child Size Portions



# Kitchen Etiquette



## Clean up

- Rinse
- Sharp items - in labeled box
  - Knives, apple cutters
- Carts
  - Do not cut directly on cart, **wipe down**



# If you're not serving food, sit with the children!

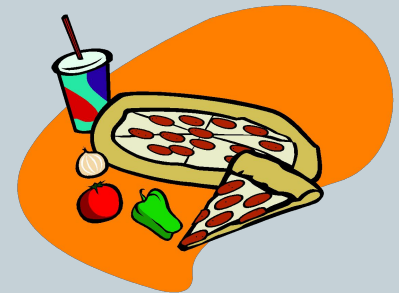
- Table talk
- Model good table manners



# Food Program



- Record meal attendance on classroom clipboard at EVERY meal
- Program regulation
- Payment is dependent on accurate and consistent recording
- We could lose program funding without counts



# EMU Children's Institute



If you don't know

?

Just ask!

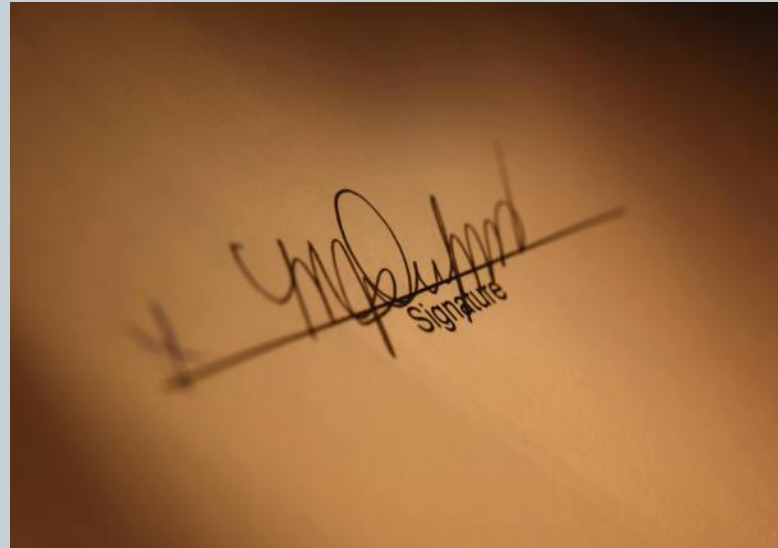
We'll be happy to help!



# Confidentiality



- Signed agreement
- No children's names or descriptions





# Child Protection Law



- Signed agreement
- Abuse of children is against the law
  - Zero tolerance at the Institute
- Professional staff is required to report suspected abuse
- If you:
  - See Physical Evidence
  - Hear Conversations
  - Witness Interactions
- Children's Institute Policy





# Parents



- Greet each one
  - Acknowledges drop off/pick up
  - Builds relationship
- Say one positive thing to each parent about their child's day
- Refer parents to teacher about developmental items or issues



# Interacting with Children



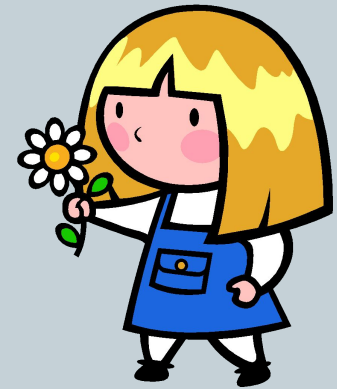
## Topics Include:

Playground time

Positive Guidance

Bathroom Procedures

Incidents/Accidents



# Interacting with Children



The most important thing you do all day!

- Play with them-be enthusiastic
- Playground time
  - Swings, slides, games, balls
  - No “underdog” pushes, remain alert, avoid clumping with other teachers
- Talk with them
  - “Tell me about your picture”
  - “Tell me about your building.”
- Encourage them
  - “You can do it!”
- Foster independence
  - “You put your coat on and I will zip it up”
  - “What do we do next?”
- Laugh with them—have fun!



# Positive Guidance



## Redirection

“Hey, let’s read a book!”

Say what **TO** do, *not* what **NOT** to do!

“Please take your hand off Tasha “ vs. “Don’t touch Tasha”!

## Directions vs. Questions

“Time to clean up.” vs. “Can you please clean up?”

Offer choices (especially helpful during transitions)

“Do you want to read the book or eat your snack?”

“Do you want to walk or jump to the door?”

Help them understand the classroom rules

“This is not a choice, this is what we are doing now”

## Conflict Resolution

“What can we do?”

It takes practice – we’ll talk more about it



# Bathroom Procedure



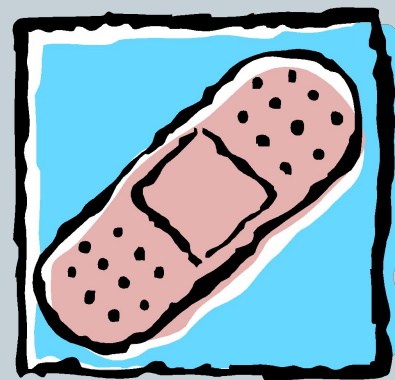
- ALWAYS accompany children
- Use gloves (with bowel movement)
- Encourage them to do things themselves
- Help if they ask for it!
- Toileting accidents (forms, soiled clothes)



# Accidents



- Treat the injury
  - Clean
  - Band aids
  - Ice
  - TLC
- Document everything with a report
- Inform parents in writing about what happened
- No names of other children in report
- Inform teachers
- Parents sign and keep yellow copy
- Contamination bucket in kitchen for bloodied items



# Incidents



- Example: Biting
- Write the report about the child that did it
- No names of other children involved
- Inform teachers
- Parents sign and keep yellow copy



# EMU Children's Institute



SAFETY

PROCEDURES





# Emergency Classroom Backpacks



Take with you wherever you go:

- Playground, gym, walks, field trips
- Contains all contact information, allergy/medication, sign in/out clipboard



# Signing in & out



- Licensing requirement – strictly enforced by them
- Let's us know who is here!
- Check picture ID for anyone you do not know and compare to Child Information Record (Emergency Card)
- Parents need to be reminded!



# Allergies/Epi-Pens/Medications

- Emergency situation
- Work as a team
- Allergy action plan
- Act quickly, calmly and call for help



# EMU Children's Institute

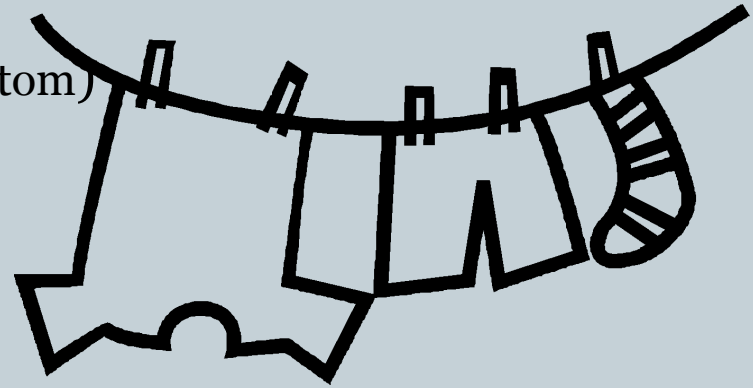


## **PERSONAL INFORMATION**

# Appropriate Dress



- Dress comfortably
- Wear clothes you can get dirty
- Think about the words on t-shirts
- The Three B's (breasts, belly, bottom)
- Finger length shorts
  - Shoes- you gotta run!
- Name tags
- Stretch check



# Electronics



- Cell phones

Put away in the building (classrooms and hallways)

Talk with teacher about emergency calls

- Laptops

Homework during naps okay IF all children are sleeping AND your tasks are complete (ALWAYS check with lead teacher)



# Evaluations

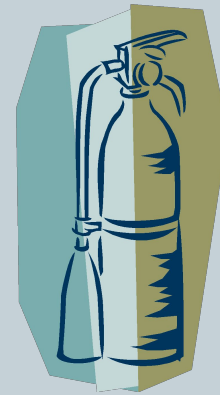


- Conducted at end of each semester
- Evaluated by your classroom supervisors



# Emergency Procedures

- Know where to find the posted information in each classroom
- Fire
- Tornadoes
- Need help – Call the office





# EMU Children's Institute



Please sign and date your Orientation checklist!

Thank you for coming!

