

Friendly Reminder for Inclusive Montessori Staff

- ✓ Please make sure that all grocery list items are sent in a proper organized list through email every Friday
- ✓ Use kind words with each other
- ✓ Please keep classrooms and kitchen clean. It is a health and safety hazard as decreed by the state if either is not clean.
- ✓ All time stamps that don't go through at the front desk should be sent with **"TIME STAMP mm/dd/yy"** in the subject line. All text messages will be disregarded from January 29th onward. Please make sure you send via email or **you will not be paid for that day.**
- ✓ If you are taking leave **YOU MUST MAKE SURE THAT SOMEONE IS COVERING YOUR SHIFT OR ELSE, YOU CANNOT TAKE OFF.** A new policy on teacher leave days will be updated and available after my return on February 18th, 2019. We run a school together and are responsible for all the children in the school. Please be more mindful of your decisions.
 - **Any teacher staying later than their authorized time will not be paid unless it is authorized by me prior to staying.**
- ✓ Please make sure that the food for the children has arrived on time.
 - The pizza will be delivered from Dominos for the next three weeks by 11:30am. If it is not delivered, please call Dominos Hamilton 609 208 0600. It has been paid for in advance. Please do not pay for it again. These dates include February 1, 8, 15.
 - All other numbers and deliveries will be the same as per usual.
 - All the teachers must inform every parent about the meal plan, so we can try to make sure that most children eat at the school. This will be easier for the teachers to feed the children and clean up afterwards. The meal plan will be free for the first month and after that they can discuss the price with me. All teachers will receive **20%** commission for every child that signs up after the free month has ended. The parent must give me your name in order to make sure this is added to your check.
- ✓ The classroom library needs to be cleaned and the books must be changed every month. I expect that this is done by February 1st. All classrooms will be inspected from every month onward.
- ✓ We follow the Montessori Method in this school. All lessons **MUST FOLLOW THE MONTESSORI METHOD DURING WORK TIME EVERY MORNING.** Any other lesson must be approved before it is given.
- ✓ The holiday dinner is late this year, so I apologize. We will have it scheduled end of February/March.
- ✓ If you have any issue with any fellow teacher, please write in the notebook at the front desk, so it can be discussed properly.
- ✓ Many parents have complained that the classrooms is "chaotic". You are required to make sure that your classroom is not chaotic. Our parents pay our paychecks and bills. **It is your job to make sure they are satisfied.**
- ✓ Teachers evaluations are in progress and will continue until April.
 - Please be aware I do check the cameras and am very much aware of what you are doing when I am not in the school.
 - Your written evaluation will be provided to you in April and will be the basis of whether or not your contract is renewed for the following year.
- ✓ I am working on new updates in the school and will notify my staff of any further changes
- ✓ All staff will receive **\$50** for every child they enroll in the school. It is encouraged that the teachers try to enroll as many children as possible. This amount will be added to your next paycheck. Please be aware of our school policies and prices. You can offer reasonable discounts to the parents, but please let me know.
- ✓ Ms Tiru is in charge of handling all finished supplies at the school. Please inform her **BEFORE** it finishes.