

STAFF CLASSROOM SCHEDULE AND POLICIES



1. **Friday-8 hours office time**
2. Staff/child ratio must be maintained
3. Lunch/break time: Each teacher and assistant teacher has a 1/2 hour unpaid lunch. Two 15 minute breaks each day, may be taken **if feasible**. These times cannot be taken off at the beginning or end of the day.
4. **No breaks during meals or first ½ hour of naptime.**
5. Lunch and break times are the only time that staff can engage in personal business such as making personal phone calls, looking at non-work catalogs, or doing homework. Cell phones are only to be used during these times.
6. Education home visits/parent-teacher conferences are made on Fridays, during office time or in the evenings (taking time off on days following the visit). Most first home visits are made prior to the children's first day of class.

	Who's in office/on break?	Classroom:	Classroom:
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