

Roper Expectations & Schedules

Before School Schedule

- 6:30 AM- Arrival (Pick up walkies and begin to gather the students to their respective areas)
- 7:25 AM- Breakfast starts (Must be done before 7:40 AM)
 - Students who eat breakfast will go to the East Cafeteria with a staff and return to the West Cafeteria with their meal.
 - Students who do not eat breakfast will stay in the West Cafeteria and have free choice.
- 7:45 AM- Supervisor will be outside and staff will take students to their respective door
 - Kindergarten: Go out Door 19 and walk to Door 25 and Door 27
 - First Grade: Go out Door 19 and walk to Door 2 and Door 3
 - Second and Third Grade: Go out Door 19 and walk to Door 6
 - Fourth and Fifth Grade: Go out Door 17
- After students get dropped off, organize any toys or games that were used.

After School Schedule

- 2:30 PM- Arrival (Pick up walkies and attendance sheet for your assigned group)
- 2:45 PM- Pick up students at their designated areas (1 staff per pod) and check students in on the attendance sheet as they arrive
- 2:53 PM- Bell rings. Take your group to your designated area
 - Kindergarten and First Grade: East gym
 - Second and Third Grade: Outside/ West gym
 - Fourth and Fifth Grade: West cafeteria
- 2:53-4:00 PM: Snack
 - Fourth and Fifth Grade: 2:53-3:15 PM
 - Kindergarten and First Grade: 3:20-3:35 PM
 - Second and Third Grade: 3:40-4:00 PM
 - When your group finishes snack time, have students sweep and wipe any messes off the tables.
 - Set out snacks for the next group.
 - Take your group outside or to the gym when finished with snack time for free choice or a group game.
- 4:00-4:30 PM: Homework
- 4:30-6:00 PM: Free choice/ Group game
 - As students are leaving, have them clean up any toys or coloring materials that they were using.
 - Before you leave, help organize any toys or games that were used.

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Staff Expectations

- Be present and on time to work each day. If you are needing to miss work or will be late, please call the Willard Staff phone (402-450-0496) as soon as possible to ensure proper staffing is maintained.
- No personal cell phone use while at work. This includes, but is not limited to, texting, calling, or playing games. This applies to smartwatches as well. If you need to handle an emergency, please inform the supervisor so that they can provide coverage to your students. Remember we are here for them and our attention is important to maintain their safety and wellbeing.
- Make sure you are abiding by all safety precautions at all times.
 - Ensure that all areas of the playground, gym, and cafeteria are being supervised.
 - Staff should not be grouped together and have personal conversations.
 - When you are outside, you should be up and supervising.
 - Report any illness or injuries to the supervisor and fill out incident/accident reports.
- Hold students accountable and be consistent with how you help them every day. Know when actions require redirection and when they require checks.
- Maintain good communication with fellow staff, students and their families.
- Engage with students and encourage them to trust Willard staff to help them in each situation and keep them safe.
- Maintain a professional workplace. If you feel as if anything needs to be reported on, please reach out to the supervisor to ensure everyone feels comfortable and safe while working at Roper. Your conversations will be kept confidential and will be handled with discretion.
- Harassment of any kind has no place at Roper and will not be tolerated/ If you witness harassment towards a student or staff by anyone, report the matter immediately.

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Discipline Policy

- What is a check?
 - A check is a way for us to be consistent with behaviors and a way to document the actions of the kids in our program.
- A check will be given for the following behaviors:
 - Inappropriate language/swearing
 - Being unsafe (severity of actions may constitute more than 1 check)
 - Being disrespectful: talking back, inappropriate actions, name-calling, stealing, destroying property, not following directions/not listening to staff, etc.
 - Poor sportsmanship
 - Leaving the room/school grounds/ building
 - Lying
 - Refusal to go to a movement/ safe seat
 - Two movements in one day = 1 check
 - Physical aggression = automatic 3 checks
- When a check is given, the student will need to sit out for 15 minutes
- during free-choice time.
- If you give a check to a student in the morning, you need to call the parent at the end of the AM shift to let them know. Also, communicate this with the afternoon staff.
- What is a movement/safe seat?
 - a movement is an alternative seat within the group boundaries and still participating in group activities.
- Receiving 3 checks in one day:
 - This will result in a parent phone call to pick the student up and denial of care the next day of that student's regular attendance.
- Receiving 3 days of 3 checks:
 - This will result in the student child being denied care until a conference is held involving the parent, site supervisor, and program director to set up a behavior plan. If after a conference is held and the behavior plan is set, should the student have another day of 3 tallies, he/she will be removed from care permanently.
- It is our goal to guide children into becoming happy, responsible, cooperative participants in this program through positive, non-threatening techniques. We strive to increase respect for themselves by guiding them to become responsible for their own actions and to help them grow in their respect for the rights and feelings of other people. Our main objective is to promote the safety and welcome of all children in our program.