

### STAFF CLASSROOM SCHEDULE POLICIES

1. **Teachers' office time**—two hours/day or 8 hours between Tuesday and Friday including preparation for day (30 minutes) and clean-up (30 minutes).
2. **The maximum number of staff that can be absent is 20%.** Staff:child ratios must be maintained. If all staff is present, center aides will work in classroom with greatest need, such as classrooms with children with disabilities.
3. **Lunch/break time:** Each teacher and eight-hour center aide has a 1/2 hour unpaid lunch and two 15 minute breaks each day. Four to six-hour center aides have one break. These times cannot be taken off at the 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. **If site managers or teachers do not have work-related things to do in the office, they must be in the classroom.**  
This is where outcomes are done.
7. **Education home visits/parent-teacher conferences** are made on Mondays, during office time or in the evenings (taking time off on days following the visit). Most first home visits are made during pre-service.

	Who is on office/break/ 'lunch' time?	Classroom:	Classroom:
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