

First Day School Committee

The First Day School Committee cares for the religious education of the young Strawberry Friends. The Meeting has changed the structure of this committee many times over the years. At one time the committee consisted of a small core group who recruited members to teach. As the Meeting grew and the number of children increased, committee members proposed a larger group who committed themselves for the whole year as teachers for the various age groups. A curriculum committee was also formed to help provide long range planning of subject areas to be covered over a three-year period. The following describes the current committee structure, function and the direction in which the committee would like to move. We hope that the changes suggested allow flexibility for the future while providing adequate structure in which the committee can work effectively.

Rather than appointing set numbers of classes and teachers, Nominating Committee will work with the FDS clerk and use the recommendations of the out-going committee to help guide them in determining how many members to nominate for the next year's committee. This accomplishes at least two things: it removes the burden from the nominating committee of finding Members willing to teach for the whole year; and, it allows flexibility to respond to children's greatly fluctuating attendance. This committee structure more closely resembles the model of the small core of teaching recruiters that was used successfully in the past, which helps remind Meeting adults of our shared responsibility for care and education of Strawberry Creek Friends' children. To facilitate this, the committee will provide an overall structure for each quarter and orient recruited teachers in the current subject area.

General Committee Responsibilities

- Set up age-appropriate classes and provide teachers from September through mid-June
- Coordinate Volunteer Sign-ups for summer program in June, July and August and year-long adult Nursery assistance
- Review and revise job description by January of each year
- Review and revise curriculum proposed by sub-committee
- Read and respond to Advices and Queries as directed by Worship and Ministry, and present a response at Meeting for Business

Size and Structure

- Clerk
- Age group coordinator(s) for each class level (Number of classes will be revised by the incoming committee based on the numbers of children falling into different age groups)

SPECIFICALLY, as needed:

Nursery Care Coordinator, who

- 1) oversees any paid Nursery Care Provider and
- 2) arranges for adult volunteers to assist the NCP hired from inside or from outside the Meeting community.

Pre-Primary Coordinator,

Lower/Upper Elementary Coordinator,

Pre-Teen, Teen Coordinator.

It will be up to the age group coordinator to teach and/or arrange for members of the Meeting to volunteer in the classroom. All members of the Meeting should be encouraged to teach over the course of the year or to serve as the second adult in the classroom.

One Summer Program Coordinator to arrange volunteers each First Day for June, July and August

One or more Curriculum Sub-Committee members

One Childcare Coordinator, who

1) trains and directs childcare providers for after-worship needs

2) in conjunction with Retreat Committee, plans and oversees childcare for Fall and Spring Meeting Retreat

3) receives at least 2 weeks advance notice from any committee organizing events requiring childcare.

(See attached job description for Childcare Provider)

Goals

- Provide care and religious education for the young people of our Meeting
- Inspire examination of our beliefs and practices as they relate to young people

- Acquaint our young people and ourselves with Quaker faith and practice --our origins and history as well as our modern testimonies

- Respond to the needs of our young people and make their presence in our Meeting a welcome experience

- Provide activities and opportunities for closer connections between families with children and other members and attenders of Meeting

- Work closely with other committees concerning care of children

Train, hire and manage childcare providers for Meetings' needs to assure consistent safe, loving, creative and attentive childcare.

Clerk's Responsibility

- Arrange, prepare agenda, and clerk meetings monthly (or as frequently as deemed needed)

- Arrange for someone to take notes at each committee meeting to record all decisions

- Keep up-to-date lists of teacher schedules and students assigned to each age group

- Make periodic reports to Meeting for Business

- Monitor budget use

- Assure that on every First Day the coordinator for each age group is in the classroom or has arranged to have a volunteer that has been briefed on the subject for that quarter and what the class has been working on

- Check in with each age group coordinator and assist them as needed

- Keep Meeting informed of First Day School activities and news by supplying articles for monthly newsletters and making announcements as needed after Meeting for Worship.

- With First Day School class coordinators, welcome new attenders with children, explain our First Day School content and procedures and answer any questions they may have.

- Keep files in an organized manner.

- At the close of each First Day School Year, submit to Meeting for Business for permanent recording the names of those children awarded certificates of participation in Meeting's First Day School program.

Summer Program Coordinator Responsibilities

Organize a summer program. This program is less structured and is usually held outdoors. Sign up volunteers and helpers for each First Day.

Age Group Coordinator Responsibilities

- Teach classes, schedule and coordinate volunteer teachers and classroom helpers
 - Develop curriculum each quarter and assist volunteers in lesson planning
 - Assure there is a teacher and helper, as needed, for each week of the quarter
 - Work within a coordinated program organized around:
 - broad themes corresponding to Quaker Advices and Queries and Testimonies (from the current Faith & Practice)
 - themes are arranged on a three-year cycle and the themes change each quarter
 - each year covers units on our Meeting community, the world and individuals
- 2000-2001: Community, Spirituality, Unity with Nature
 2002-2003: Mutual Care, Peace, Witness
 2003-2004: Worship, Equality, Simplicity
- Work with the clerk to cull and restock art supplies before start of FDS instruction in September

Individual Teacher Responsibilities

- Teach a significant number of First Days over the nine month school year, fitting into the above curriculum as agreed to with the Age Group Coordinator
- Keep record of weekly classroom activity and attendance.
- Draft a weekly outline of activities and materials. Include the following content areas in an age appropriate manner each quarter.
 - Quaker lives and history
 - Friends' process and practice
 - Friends' values and organizations
 - Judeo-Christian values and traditions
 - Other religious and ethical traditions
 - Personal sharing by individual Meeting members
 - Service projects
 - Visits to members' homes

Teen Coordinator, in addition to the above duties, extends invitations as appropriate to Teens from other nearby Meetings for worship. organizes teen service projects (Beth El Community Dinners) and invites Meeting adults to participate. plans fellowship opportunities for teens from time to time (Pizza/Game/Movie nights). Works with Young Adult Friends in planning educational and Worship Sharing opportunities

Curriculum Sub-committee Responsibilities

- Maintain a library of First Day School publications and materials. Use First Day School budget to acquire new materials as recommended by teachers, parents and

members. Recommend to Meeting which materials are needed as donations, such as specific books, art supplies, etc.

- Provide teachers with lists of curriculum suggestions, materials and activities available either through individuals or outside groups as well as from our own library
- Receive FDS and other educational catalogs, review and make Clerk aware of any new materials that may support the curriculum subject areas
- Review and suggest revisions to curriculum based on Pacific yearly meeting Faith and Practice.
- Maintain yearly calendar of First Day School events

FDS Committee recommends to Nominating Committee that, when searching for members for the Curriculum Committee, nominees be prepared to be Religious Education Librarians. It is a critical part of the First Day School that the Curriculum Committee facilitate the organizing of the Meeting's curriculum materials. This will ensure that teachers are able to access materials that would help them fulfill their duties. Through the process of organizing materials, Curriculum Committee members should become familiar with the materials in the content and resources in the First Day School library so that they can, if asked, make presentations of materials that support the current subject area.

CHILDCARE COORDINATOR JOB DESCRIPTION

This FDS Committee position was created to achieve the following

GOALS

1. To establish a consistent standard of appropriate childcare and safety for Meetings' children, with mindfulness of any special needs.
2. To foster a work ethic and good professional skills: commitment to job without reminders, timeliness, attention to detail, reporting hours, follow-through.
3. To practice equality and clear, consistent communication with our teens/hired providers.
4. To expand our pool of potential providers from Meeting's teens.
5. To create a system applicable to any provider we may need to hire.

DUTIES

1. Coordinator checks with Newsletter Editor at end of month for Meeting's childcare needs for following month. Any meetings not on calendar must contact FDS at least two weeks before meeting so teen/provider can be booked.
2. Initially, Coordinator oversees hours reported by teen/provider: confirm at end of service on day of service or call to confirm hours served to assure system works smoothly.
3. Teen/provider fills out payment invoice and phones/emails/delivers to Meeting Treasurer at end of month.

NURSERY CARE PROVIDER JOB DESCRIPTION

(Paid Childcare Provider + Adult Volunteer)

Expectations are to work each First Day of every month year-round, providing a consistent presence for our youngest children.

1. In case of illness, please give a 2-Day minimum advance courtesy call to Nursery Care Coordinator. Longer advance notice is preferred if possible, giving maximum time to find a replacement provider.
2. If you have to miss work for more than one First Day because of vacation or

school conflicts, please give 2 weeks advance notice.

3. You'll get one chance at failure to notify of an absence or to be late for work. Then you will be on performance probation for a month. You may be Eldered. A second failure will mean you can't be considered reliable enough for this important job.
4. No one will call to remind or prompt you—you are responsible for communicating with FDS committee.

Duties Each First Day:

1. Arrive 9:45 to set up in Nursery Room.
2. Do a Safety Check:
Look for small items that are easy to swallow, remove to wastebasket
Check floor for sharp objects like staples, pins or tacks
Look out for anything babies might put in their mouths that may not be good for them and remove it
3. Bring out the Toy basket, Book basket, rhythm instruments
4. Assemble cloth structures if you want to use them
5. Wait in classroom to welcome children
6. Bring children into Worship Room 5 to 10 minutes after 11 to reunite with their parents. Stick around for name-saying at Rise of Meeting.
7. If it's not a day when After-Worship Childcare is needed, begin Clean Up.

This is what Clean Up means:

Assemble puzzles (so we don't lose pieces) and put in bins

Put other toys and books in their bins

Disassemble cloth structures, making sure to keep the right rods with the correct structure, and put them in their correct cloth bag.

If you've opened any windows, close them.

Erase whiteboards if used.

Do a clean up check of the room—our contract says we should leave the rooms "broom clean."

Roll plastic bins back to storage closet

8. Typically, you're "off-duty" no later than 11:30. Keep track of your time. Round up or down to the nearest 15 minutes.
9. Pay is \$10/hour.
10. If you show up and no children arrive by 10:15, you are "off duty" and will receive minimum pay for 1 hour (\$10). Replace toys, etc. You may join Meeting for Worship.
11. If you are late, a minimum of 15 minutes will be deducted from your time card, you'll be on one month probation and you will be Eldered (see #3 under **Expectations**)
12. You email or phone your hours to Treasurer (see **Payment Invoice**) at the end of each month. Treasurer mails you a check.
13. In addition to payment for your responsible, professional service, Strawberry Creek Meeting can provide you with a letter of reference should you need one for school, college, or another job. Just ask!

CHILDCARE PROVIDER (for after worship) JOB DESCRIPTION

There are two kinds of regular after-worship childcare needs:

1. Each First Day during Meeting for Worship on the Occasion of Conducting Business (also known as Business Meeting, which is usually the first First Day of the month, with exceptions in April, May, July and August)

2. During Adult Education, usually the third First Day of some but not all months

There is another reason for after-worship childcare:

Special Meetings called from time to time. These could be scheduled on the second, fourth or fifth First Day of any month.

Expectations are that someone commits to be the regular Childcare Provider for Business Meeting, and someone commits to be the regular Provider for Adult Education days. If we have enough interested people, these can rotate on a quarterly basis so everyone can have a chance to work.

If you commit to be a regular Provider, we expect:

1. In case of illness, you will give a 2-Day minimum advance courtesy call to Childcare Coordinator. Longer advance notice is preferred if possible, giving maximum time to find a replacement provider.

2. If you have to miss work for more than one First Day because of vacation or school conflicts, you will give 2 weeks advance notice.

3. You'll get one chance at failure to notify of an absence or to be late for work.

Then you will be on performance probation for a month. You may be Eldered. A second failure will mean you can't be considered reliable enough for this important job.

4. No one will call to remind or prompt you—you are responsible for communicating with FDS committee.

Duties Each First Day You're Needed

1. After snacks and socializing, at about 11:40, go to room previously set up and used for Nursery Care.

2. Do a Safety Check:

Look for small items that are easy to swallow, remove to wastebasket

Check floor for sharp objects like staples, pins or tacks

Look out for anything babies might put in their mouths that may not be good for them and remove it

3. Wait in classroom to welcome children

4. If it is clear that no children will need childcare, begin clean up. **See "Clean Up" below.** If there are children needing childcare, enjoy your time with them. **See "Suggestions for Fun Childcare" below.**

5. When all children in your care have been picked up by their parents, begin clean up.

This is what Clean Up means:

Assemble puzzles (so we don't lose pieces) and put in bins

Put other toys and books in their bins

Disassemble cloth structures, making sure to keep the right rods with the correct structure, and put them in their correct cloth bag.

If you've opened any windows, close them.

Erase the whiteboards if they were used.

Do a clean up check of the room—our contract says we should leave the rooms "broom clean.

Roll plastic bins back to storage closet

6. Your workday could last until 2 p.m. or later, including clean up. Keep track of your time. Round up or down to the nearest 15 minutes.
7. Pay is \$10/hour.
8. If you show up and no children do, you'll get minimum pay for 1 hour (\$10). Replace toys, etc.
9. If you are late, a minimum of 15 minutes will be deducted from your time card, you'll be on one month probation and you will be Eldered (see #3 under **Expectations**)
10. You email or phone your hours to Meeting Treasurer, at the end of each month. Treasurer mails you a check.
11. In addition to payment for your responsible, professional service, Strawberry Creek Meeting can provide you with a letter of reference should you need one for school, college, or another job. Just ask!

SUGGESTIONS for Fun CHILDCARE:

1. Encourage older children to help with younger ones, but keep an eye on how it's going—older children may have difficulty understanding the limitations of younger ones.
2. Choose books to read from the bins.
3. Choose a game appropriate for children's age levels.
4. Kids love puppet shows—use the tent for a makeshift stage
5. Art projects are fun, just be sure to protect the floor if you use wet stuff and clean up perfectly afterward.
6. Avoid any projects involving glitter. It's impossible to clean up without a vacuum cleaner.

SAFETY STANDARDS

Again, be aware of small pieces that can be swallowed—game pieces especially. Keep these out of reach of the smallest who might put them in his or her mouth.

Be careful with anything sharp, like scissors (No Running With Scissors!), or pointy sticks, or staplers, etc.

There is a First Aid Kit in the bin, in an opaque box with a red lid. If you need help, ask an adult.

Take care of rental site: use a plastic cloth under clay, Play-Doh, or wet substances; attention to colored pens and glue on desk tops, etc.; if you use Play-Doh make sure you clean up all the dried up crumbs before they get ground into the carpet.

NOTE: We are required to observe the California State guidelines for Child Abuse Prevention just as is any other school. For this reason, children may not wander alone in the building and you must accompany any child under 10 to the bathroom. You must be able to account for each child's whereabouts at all times. Since the building remains open while we use it, anyone can enter. It is unlikely, but you may see adults you don't know in the building near your classroom. Pay attention, but don't leave children in your classroom unattended. Tell an adult about anything you think is unusual.

Oversight Internal Policy Created at FDS Meeting 2/24/02

(Lee Douglas, Rick Herbert, Miftah Leath, Phil Obbard, Marla Browning)

To be included in Job Description:

“Our responsibility for our Young People includes clear communication with their parents concerning their safety getting to, being at and leaving Strawberry Creek sponsored events, taking into consideration the age of the child, the location of the event, the time of day and any other common sense elements.”

2002

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