

**Welcome to
Little Hands
Learning Center
New Team Member
Guide**



New Team Member Guide for Day 1

Welcome...Today is going to be a wonderful, busy and exciting day for New Students and New Team Members. This New Team Member guide is designed to help ease the transition for the new LHLC Team Member and to help make the First Day a Smooth Success

On the First Day you will do the following:

- 1. Receive your Classroom Assignments and Location***
- 2. Learn about New Student Check /New Parent Check in Procedures***
- 3. Learn about Classroom Set Up/Lay Out and Classroom Operations***
- 4. Learn the locations of Important Items at the School – (Copy Room, Kitchen, Supplies, Etc)***
- 5. Receive First Day Activities/Curriculum Guide***
- 6. Receive a Brief New Employee Orientation***
- 7. Receive the LHLC Customer Service Commitment – Commitment to Total Customer Care***





What a new LHLC Teacher Should know for the First Day of School!!

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First Day Check In/Introductions

1. Wear your LHLC Name Tag and be sure to introduce yourself to all parents with a warm smile
2. Greet the Children as they enter the classroom with a warm and friendly smile and Introduce yourself as “Mrs/Mrs _____ (first name) and ask the child what their name is. Then place a name tag on the child and you can present it as a Sticker.
3. Have a Supply of Stickers/Bubbles and other Fun Transition Items available in your classroom if the child is having a tough time transition in. These items will be supplied to you by LHLC☺
4. **First Day Activity Sheet is Attached** – Review this sheet for the First Day and it will be explained on Tuesday. Each classroom should have tables with activities so as the children enter the classroom they will have an choice of activities to play with. Children will enter between 7:00am – 9:00am.
5. **Parents will be bringing in items (School Supplies, Change of Clothing, Etc).**
 1. *Label all of the items and place them on the School Supply Check In Table in your classroom These items will be sorted and distributed during the lunch time/nap time window*
6. Have music and radio playing with welcoming music. LHLC provides a variety of CD/Music for you to plan on Day 1.
7. Parents may want to chat with you on the first day..be friendly and warm and chat with them, but if you notice that other parents are coming in and other children are being checked in, please let them know that you would love to continue to chat, but since it’s the first day..you have to check in the other children and get them situation..however..they can call back between 12:30-2:30 if they have any follow up questions that they would like to talk with me about. Let them know that they can call anytime throughout the day to check on their child, however, let them know that typically the teacher is not able to be pulled out to talk with them.
8. Be sure to tell EVERY Parent Good Bye and Have a Wonderful Day.. Also, please assure them that their child will be fine and that they are free to call the school throughout the day and the Administrative Team will be able to assist them





Parents

Tips for Communicating with our Wonderful Group of LHLC Parents

1. *Always be friendly and helpful*
2. *Be sure to always have a warm smile*
3. *Remember that we are a child focused center and we always do what is best for the Child*
4. *On Day 1 – The parents will ask you information about you. Each one of you is going to have a bio with your information, but tell them a little about yourself and your teaching experience and what you feel you can contribute to helping their child be successful.*



Children

LHLC Children

Always remember that our primary focus is the child. One Day 1 – Ask the child the following question...

1. *Say – Welcome to our Classroom – My name is(____)*
2. *Ask the Child: How are you today?*
3. *Ask Them if they are excited about coming to school and them show them a station to get started with.*





Thank You!

We are excited that you are part
of our LHLC Elite Team!!!