

Schedule time off appropriately.



Keep the 3 Cs in mind:

CONSISTENCY

- When scheduling, our top priority is consistency for the children.
- 2 people in the same room cannot be off on the same day, nor can 2 lead teachers in the same age group.

CONSIDERATION

- Look at the Request Off Calendar—if someone has already requested off, please don't.
- Consider your coworkers' schedules too; it doesn't make sense to plan your dentist appointment on Tuesday at 4PM if that is the day your assistant has a 5PM class.

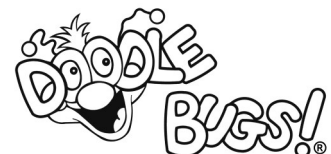
CONVERSATION

- All Request Off forms must be approved by the director.
- Do not assume your request is approved.
- Have a conversation with her to determine what works best for the entire center.

Reminder: All full time team members must be present during the week of August 27 and the week of September 3. No requests off will be approved.

OCFS Regulation 418-1.8 (e) When a child day care center is in operation, an adequate number of qualified staff must be on duty to insure the health and safety of the children in care.

MSA High Quality Indicator 3.4 b Teacher schedules are arranged to assure effective coverage throughout the day.



Children's Centers

Another **Doodle Difference.** Excellence is in the details!