

Scheduling Scenarios

As a manager, you may run into challenges balancing individual classroom needs and schedules with your larger staffing schedule. You may also get scheduling requests from staff that you need to address in other ways. Read these scenarios and think about how you would respond.

Joey's 5:40 p.m. feeding

Renee approaches you about her daily struggle each evening. A 6-month-old in her classroom, Joey, has his final bottle of the day at 5:40 p.m. During this time, Renee typically has two to three other infants with her, all under 12 months of age. Renee's co-teacher, Gill, leaves at 5:30 p.m. Renee finds it difficult to feed Joey and attend to the other infants, and says that she often finds she must temporarily put Joey down to help the other children. She has tried feeding Joey on her lap so she can sit close to the other children. She asks if it is possible to have another staff member in the room during this time to help feed Joey. What steps might you take to help Renee?

Carol's Concerns

One afternoon during a program walk through you notice one of your teachers, Carol, in distress. She is leading a large group of school-agers in some fitness routines in the gymnasium and seems to struggle with the fact that many children are not participating and instead seem drawn to the commotion behind them. Another staff member is attending to Jillian, a 10-year-old girl with emotional and behavioral needs, who is currently very emotionally distraught, throwing materials against the wall and yelling loudly. After jumping in to help the current situation, you follow-up with Carol to ask her about this time. She notes that she often feels overwhelmed during the half hour after children transition into the program from formal school. She notes that Jillian often gets upset during this transition and then one or two staff members are focused on supporting her and she feels like she is left to help the 40 other children on her own (even though she is not physically alone with them). What steps might you take to help Carol?

Trina's Nap Time Conundrum

Trina is a preschool teacher. A few weeks ago, eight new children joined her preschool classroom. She comes to tell you “nap time is a complete disaster.” She says less than half the children actually go to sleep and that the children that are not napping often wake up the others so her room turns into a real zoo. She tells you she hasn't been taking her regular break because the other teachers in the classroom don't feel they can handle the classroom with the reduced ratio often followed during nap. She complains that she hasn't had time to do curriculum planning during nap and has started to do it at home to make sure she has new activity plans posted each week. What steps might you take to help Trina?