



Statement of Philosophy

At Kids Central, Inc., to promote a collaborative environment where all staff feel supported both by leadership and also by each other. To support teachers and teachers' aides in the classroom, Kids Central has adopted the following Employee Wellness and Relief "Tap in/Tap Out" Procedures which allow a staff member to "tap in" to relieve a colleague who needs to "tap out". This will allow educators to quickly signal to a colleague when they need a brief moment to step away from their classroom, allowing another teacher or qualified employee to temporarily cover their place in the classroom, providing a short mental break to recharge and refocus when feeling overwhelmed.

Purpose:

To allow classroom staff to take a short break when needed without disrupting their students by providing a readily available colleague to provide temporary coverage for their class. This policy does not replace regular 10-minute breaks during the day.

Procedures:

1. Classroom staff can "tap in" to a colleague by phone or other communication method to notify another adult of the need for temporary relief.
2. The "tapped in" colleague then enters the classroom to manage the students while the original classroom staff member takes a moment, no more than 5 minutes, to de-stress. The general routine of the classroom should not be disrupted during this time.
3. Use the tap out strategy to model self-regulation skills and prevent your emotions from getting out of control. Notice your warning signs for becoming overwhelmed (tightness in the chest, clenched jaw and fists, loss of focus) and start the process then, rather than letting something fester until you react and explode. Students can sense that tension rising, and they are likely to react in a similar manner. Don't wait until Tommy throws his monthly temper tantrum to tap out. Never leave your classroom in chaos.
4. Have something prepared so your coworker who is tapping in has something



constructive to do or make sure the other person in your room is prepared to take over your task. Your students need some order when you are tapping in or out. Provide clear instructions for the learning activity in progress.

5. Introduce the process to your students and practice as a class. Involving students normalizes emotions, provides opportunity to model critical self-awareness and self-management skills, and familiarizes them with the tap-out experience, so they feel comfortable and confident whenever it eventually happens.
6. No later than the end of the workday, the **Tap Out Guided Reflection journal in the HR management platform (e.g. Paylocity)** will be completed by the person requesting the Tap Out and shared with the Education Supervisor.
7. Be open and honest with each other. Foster a sense of communication and collaboration among your peers. If you see a colleague in the classroom that appears to need a break, volunteer to “tap in” for them. Be a role model for our students to normalize both asking for help and offering help. It is important to acknowledge we all need support at times.
8. If the staff member who Tapped Out needs more than 5 minutes they must notify the education supervisor for support.
9. If the staff member needs more than one Tap Out during the day they must notify the education supervisor for support.

Employees’ Responsibilities:

- Follow the above procedures.
- Ask for help as needed.
- Ensure the classroom has appropriate coverage.

Supervisor’s Responsibilities:

- Review the employee’s reflection.
- Provide additional training or resources to help the employee, as needed.



- Ensure the classroom has appropriate coverage.

Conduct and Violations:

Any violations of this policy will be considered a serious offense subject to disciplinary action up to and including termination.

Example violations include but are not limited to:

- Not completing the reflection sheet
- Not notifying the Education Supervisor when more than 5 minutes is needed.
- Exceeding the 5-minute limit

Employee Acknowledgement Statement for the

Staff Wellness and Relief Procedures: “Tap-In/Out” Policy

The purpose of this policy is to establish the requirements for Staff Wellness and Relief Procedures: “Tap-In/Out” Policy. By signing this Staff Wellness and Relief Procedures: “Tap-In/Out” policy acknowledgement, you agree to adhere to all the provisions. You also demonstrate your understanding that any violations of this policy will be considered a serious offense subject to disciplinary action up to and including termination.

If you have any questions or uncertainty regarding the content of this policy, you are required to consult your supervisor or contact the human resource department. This should be done prior to signing and agreeing to the Kids Central Incorporated attendance policy.

I have read and understand Kids Central Incorporated’s Staff Wellness and Relief Procedures: “Tap-In/Out” Policy, and I understand the requirements and expectations of me as an employee.

Signature

Date