



Performance Improvement Plan

Date: February 4, 2026

To: Dolly Doe, Preschool Teacher

From: Tymothy Smith, Program Director

Re: PERFORMANCE IMPROVEMENT PLAN

Behavior that needs improvement: Interactions with the children

Previous conversations or actions

- *on September 6, 2025 the director stepped into the classroom to tell Dolly to lower her voice.*
- *on October 13, 2025 the director met with Dolly to go over the centers policies on interactions, discussed the importance of speaking to the children at eye level and using a positive tone of voice.*
- *on December 12, 2025 the assistant director spoke to Dolly about non-verbal interactions, and how her body language can come across negative to the children.*

Expectations of the employee (per the employee handbook, page 27)

While interacting with children, we expect Dolly to:

- *Interact with children frequently showing affection, interest and respect*
- *be available and responsive to children*
- *speak to children in a friendly, positive, courteous manner*
- *treat all children with respect and consideration*
- *encourage children's development*
- *ensure that the overall sound of the group is pleasant*
- *support children's emotional development, assisting them to be comfortable, relaxed, and happy while involved in play*
- *encourage pro-social behavior through appropriate role modeling*
- *use a variety of teaching strategies to enhance children's learning and development*

Expectations not being met

Dolly is not meeting the following expectations:

- *interact with children frequently showing affection, interest and respect*
- *be available and responsive to children*
- *speak to children in a friendly, positive, courteous manner*

(NAME OF BUSINESS) will take the following actions to help Dolly's performance improve:

- *Dolly will attend a training on Saturday, February 9th from 9:00am to 1:00pm on Positive Interactions*
- *Dolly has been register to take a online course on Appropriate Interactions in the Classroom*
- *Dolly will be assigned a role model who will work with her 2 times a week for 2 hours to rolemodel appropriate interactions*
- *The program director will meet with Dolly each Friday for the next 4 weeks to discuss improvements or lack of improvements*

Follow Up

The program director will meet with Dolly on March 4th, 2026 at 4:00pm to discuss the outcome of this performance improvement plan. If Dolly's performance has not improved, then further action may be taken, including termination of employment.

Program Director Signature

Date

Employee Signature

Date

Please note: If you refuse to sign this document, indicate below:

Name:

Date: