

July 19, 2010



# Downtown preschool Child Safety Policies

We're implementing a few changes in the check in and check out policies in the preschool department. These changes will go into effect on **Sunday, August 1, 2010**.

First of all, here's a few things you need to know about the child safety policies at LFBC. We run background checks on everyone who works with children, whether staff, teacher, or children's church volunteer. If you have slipped through the cracks on that one, please get a form from me. We strive to have 2 adults in the classrooms with the children at all times. When that's not possible, the windows and connecting doors allow others to check in. We only release children to parents, guardians, or the adult who brought them to church. Older siblings and other adults are not allowed to pick up children from class. Under no circumstances are children released to meet their parents somewhere else on campus. Lastly, pagers are available so that we can contact parents easily if there is a need.

Now for the changes: I've had several children's church volunteers express concern that they don't know all parents of the children in the room. They're worried that they could release a child to the wrong person without knowing. Therefore, we're going to use parent cards. When parents bring their child to the preschool department, they will need to get their child's nametag from me or someone else at the desk. There will be a yellow card with the nametag. This card matches the nametag. The nametag goes on the child (or diaper bag), and parents take the yellow card. When parents come to get their child, they give the yellow card to the teacher in the room. The teacher or volunteer puts the card with the nametag, and I'll collect them at the end of the day. **We will do this for Sunday mornings and Wednesday nights.**

We love your children and want to provide the safest environment for them possible. Please feel free to contact me with any questions or concerns.

In Him,

Angie Maffett  
Preschool Ministry Director

angie@fbclavonia.org  
angiemaffett@bellsouth.net  
706-356-4243 (office)  
706-245-0942 (home)