

PURPOSE OF THE POLICIES

These policies have been developed in order to ensure a high quality and safe learning environment for preschool children and their families.

SECURITY SYSTEM

In order to provide both a loving and safe environment for the preschool children at our church, we employ a security system using security cards. When a preschool child is enrolled in Sunday School, the parents will obtain a permanent security card at the Preschool Welcome Center.

Preschool children left in the care of any teacher in all preschool rooms will be dismissed ONLY when an adult (parent, grandparent, or other specified adult) presents the security card to the teacher. If the card is lost, a replacement card must be obtained from the Preschool Welcome Center. Two security cards will be issued to the parents of preschool children. The parents will be responsible for their own cards.

All guests can obtain a one-time card from the Preschool Welcome Center for the service they are attending.

This temporary card must be given to the teacher before a child will be released.

Health Policies

1. Teachers using preschool facilities are responsible for cleaning equipment and keeping the rooms in order. Bedding is changed after each use. Beds and toys are wiped down with a sterilizing solution after each session. The church maintenance staff ensures that all floors, windows, halls and restrooms are clean and sanitary.
2. In order to protect all children and teachers, children who show signs of illness cannot be accepted in preschool activities. Preschoolers are not to attend activities unless they have been without fever, diarrhea, vomiting or a green runny nose for at least 24 hours prior to the activity. (A child is not symptom free if a parent gives Tylenol and the temperature returns to normal. This child is considered sick and should not attend the activity.) Teachers are not permitted to give medication to any child. If a child exhibits any sign of illness during a preschool activity, the child will be taken to the Preschool/Children's Division Director or a Session Coordinator until a parent can be located to pick up the child.
3. If a child contracts a childhood disease such as chicken pox after a preschool activity, please notify the Minister of Preschool/Children as soon as possible.

ALL SITUATIONS NOT EXPRESSLY COVERED BY THESE POLICIES SHALL BE REFERRED TO THE CHILDREN'S MINISTRY DIRECTOR.

Dear Parents and Workers,

We believe that our ministry to preschool children is both a great privilege and a great responsibility. As we welcome children into the ministries of the church and teach them biblical truth, we follow the example of Jesus (Mt. 19:14; Mk. 10:14; Luke 18:16) when he instructed his disciples “Let the little children come to me, and do not hinder them.”

We have designed the policies outlined in this booklet with your child in mind. When you leave your child in one of our preschool classes, we want you to know that your child’s safety is our primary concern. Our goal is to provide a learning environment that is clean, safe and age appropriate. Almost all of our preschool workers are volunteers—that means that they have chosen to work in this capacity because they want to invest their time and energy in your child’s spiritual development.

We conduct periodic training events for workers and parents. If you have any suggestions for how we could improve our approach to child safety, please contact our Children’s Ministry Director or our Preschool and Children’s Sunday School Director in person on Sunday mornings or by phone through the church office during the week.

Blessings,

Inman J. Houston
Senior Pastor

Rich Smith
Children’s Ministry Director

- Only preschool children and their teachers should enter their preschool room. Parents, other family members, and friends should REMAIN in the hallway outside the classroom. Children older than preschool age are not permitted to be in a room.
- Children birth through age 1 will be promoted according to physical development. All other preschoolers are promoted every August.
- Under no circumstances are children to be left in the preschool areas unattended at any time. If a parent arrives and there is not a teacher in the classroom, the parent should remain with the child until the teacher arrives. If the teacher does not arrive, please go to the Preschool Welcome Center and make the Session Coordinator aware of this situation.
- Preschoolers may be brought to the Preschool Division only when the person bringing them is attending a church function. The person bringing the child must not go offsite of church grounds if child remains on church grounds.
- Bringing personal items (such as toys) from home is prohibited because the concept of sharing is a difficult one for preschoolers to grasp. Toys from home can be a distraction to the learning process and may conflict with the lesson being taught. Preschool teachers exercise great care in selecting toys from the resources available that will support and enhance the lesson being presented to the children. Personal items will be collected and held until the child is released to their parents. This policy does not include special security items such as blankets and pacifiers.
- For both privacy and convenience, a nursing room is located inside the Creeper Room, which is located directly next door to the Baby Nursery. A Cry Room is also available in the Worship Center at the top of the balcony.

Extended Teaching Care

Extended Teaching Care is offered during the morning worship service for preschoolers birth through 5-year kindergarten. All church members who are parents of preschoolers birth through 5-year kindergarten are scheduled to serve in Extended Session.

Adult Supervision

A minimum of two adult ministry volunteers or ministry employees is present at all times in each preschool classroom or play environment. The Preschool/Children's Division Director or a Session Coordinator supervises Sunday School and Extended Session. A husband and wife are not permitted to work in the same classroom. This policy is for the protection of both the children and the workers. Background checks are performed on all persons working in any capacity with preschoolers, children, and youth.

Food Policies

1. Plastic baby bottles should be sent in the child's diaper bag for safety purposes. Each bottle should be clearly labeled with the child's name, contents, and time to be given. (Example: John Smith-apple juice-10:00 am)
2. For sanitary purposes, please bring formula or juice already mixed and prepared in the bottles. If needed, refrigerators are available until proper time for a bottle to be given.
3. Preschoolers are often served a snack during Preschool Ministry events. Please notify the teacher of any allergy your child may have. It is best for preschoolers not to bring food from home.

Clothing Policies

1. In order to ensure that all of your child's belongings are sent home, please label personal items such as diaper bags, juice cups, coats, sweaters, blankets, etc.
2. If your child is being potty trained please include a plastic bag for soiled clothing and also include a change of clothes for your child.

POLICIES

General Policies for Parents

- Preschool facilities will be open at least 15 minutes prior to regular church-wide activities and services.
- All preschool children will be released ONLY to a parent, guardian or specified adult. A child will not be released to a sibling unless the sibling is at least 18 years of age and has a security card, or unless specific arrangements have been made at the Preschool Welcome Center and the sibling has a security card.
- Parents of four and five-year-old children may wish to take their children to the morning worship service. Children may be picked up following Sunday School. Extended Teaching Care during the worship service is offered for children birth to age 5.
- A parent should call for his or her child immediately following a service or church function, but not more than 5 minutes early so as not to interrupt teaching in progress, or to upset the other children. If a parent needs to pick up a child early, he or she should make specific arrangements with the Preschool Welcome Center
- To avoid congestion in the preschool areas, only one parent should call for a child. The parent should knock on the door and wait for the teacher to answer. The teacher will then require the parent to present their Security card. Parents should not enter the classroom while waiting for their child to be released unless the teacher invites them to enter the room. This policy enables the teachers to maintain control of all of the children by monitoring closely those entering or exiting the classroom. This policy also prevents a child from walking out without their parent during the parent pick-up process.