

Sullivan Baptist Church



Parent Handbook

Preschool Ministry

Sharon Arredondo
Children's Ministry Director

Our Beliefs About Children

- ♥ We believe that children are a gift from God and should be handled with love and care.
- ♥ We believe children are important in the kingdom of God and that Jesus died to redeem children from their sin.
- ♥ We believe Jesus has called children to follow Him and children can be equipped to serve Jesus and others.
- ♥ We believe children deserve a safe, positive, nurturing, and age-appropriate learning environment that is free of fear, pressure to "grow up" or prejudice.
- ♥ We believe that ministry is not just "to" children but "with" children. We learn from children as we teach them.
- ♥ We believe God has appointed parents as the primary spiritual instructors of their children and the church's role is to assist in the cooperative effort of that responsibility.
- ♥ We believe successful ministry is the shared responsibility of children, ministry staff, and volunteers, parents and the church body.
- ♥ We believe ministry should be creative, innovative, and in touch with the children and families of our community.
- ♥ We believe that except for the Holy Spirit, effective teachers are the most important component of our ministry.
- ♥ We believe relational ministry is best served with adults who serve as positive role models to the child.

CHILDREN'S MINISTRY PHILOSOPHY

The Children's Ministry is a dynamic integral part of Sullivan Baptist Church. It is a cooperative effort between the church and the home, utilizing the efforts of both parents and the church body to effectively reach the children of our community with the message of the love of Jesus.

The **AIM** of our ministry is Christ-centered. We desire to help parents in building a strong spiritual foundation in the lives of children which will lead them into a personal dynamic relationship with Jesus.

The **PROGRAM** of our ministry is centered on the child. Our ministry focuses on the spiritual, relational, physical, and mental needs of the child. All programming is designed to encourage growth in these areas. Our focus is not on program but on people.

Our **METHODOLOGY** is experienced-based. Our ministry is not based on passive learning. Our ministry is active as children are involved in the learning process: questioning, discovering, and evaluating. God's Word (the Bible) is central in our teaching and its' importance emphasized. (2 Timothy 3:15)

Our **FACILITIES** must provide an environment that stimulates learning. Our classroom design, furnishings, and educational equipment keep in mind the appropriate age-group characteristics for the children in that particular room.

Our **STAFF & VOLUNTEERS** are comprised of men and women who have trusted Jesus as their personal Savior and desire to share the love of Jesus with our children. They are members of SBC and have completed background checks. We provide the materials, curriculum, facilities, and proper training to equip our staff and volunteers to successfully accomplish their goals.

"Let the little children come to me and do not hinder them."

(Matthew 19:14)

"You have been taught the holy scriptures from infancy, and they have given you wisdom to receive the salvation that comes by trusting in Jesus."

(2 Timothy 3:15)

"Love the Lord your God with all of your heart and with all of your mind
and with all of your strength."

(Mark 12:30)

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SULLIVAN BAPTIST CHURCH MISSION STATEMENT



At Sullivan Baptist Church our mission is...

To bring people to Jesus,
to teach and equip them for
Christian Maturity, Ministry, and Missions
resulting in the glory of His Name and
the growth of His Church.

Senior Pastor.....Jeff Strong
Fellowship Pastor.....Robert York
Minister of Music.....Andy Coffman
Minister of Students.....To Be Named
Children's Ministry Director.....Sharon Arredondo

SULLIVAN BAPTIST CHURCH PRESCHOOL MINISTRY



Preschool Mission Statement

Sullivan Baptist Church Preschool Ministry is partnering with parents to nurture children through the teaching of the Bible and by demonstrating unconditional love so they may become fully developing followers of Christ.

Purpose

To provide a safe and loving environment for God's children, giving them opportunities to hear and learn about God's love.

Welcome!

We have a simple goal: to provide a safe and loving environment for God's children, giving them opportunities to hear and learn about God's love.

In order for us to operate in a safe, efficient, and consistent manner, we have developed a Preschool Parent Handbook that lists our policies and procedures.

Please take the time to read and understand the guidelines we have established. If you have any questions, please feel free to discuss them with me.

Because Jesus loves children,

Sharon Arredondo

Children's Ministry Director

PRESCHOOL ATTENDANCE POLICY

1. Preschool classes are held for children from birth through Pre-K 5's.
2. Classes are held during the Bible Fellowship hour, during Sunday morning worship, Sunday evening and on Wednesday evening. Occasionally, care may be provided for other church-related activities such as special Bible studies and other church-wide trainings. See the Director if you need childcare for such an activity.
3. Parents must complete a Preschool Registration Form and Information Card for each of the children they are placing in the Preschool. This enables us to better care for and protect the child. These forms should be updated by the parents as needed.
4. Upon each visit to the Preschool, parents will check-in at our Welcome Desk and receive a security badge for their child and a badge with matching numbers for the parent. Place the badge with the child's name on the child's clothing and retain the matching badge for the parents to pick up the child. Be sure that the child's I.D. number is on the badge. If the parent loses their security badge, parents must see the Director in order for the child to be released. The Director will require parents to show their Driver's License before release the child.
5. If a parent is needed while their child is in our care, we will display the last 3 numbers on your child's security badge on the big screen located in the Worship Center and/or we will text you. Please keep your cellphones where you can feel it vibrate with a text.
6. Parents may allow another adult to claim their child, but they must have the matching security badge to do so.
7. Children under the age of 14 are not allowed to claim children even with the matching badge.

BASICS FOR PARENTS

1. Bottles must be plastic and prepared before entering the classroom. Infant feeders are not allowed unless prescribed by a doctor.
2. Training cups may be used for those under the age of two years old. We will offer water to all children. If a child has a food allergy or special need, please let us know so that we may accommodate their need.
3. A nursing room is located in the Preschool area.
4. Medications will not be dispensed to any child by a Teacher or Volunteer. Over the counter medications may be available in the Children's Ministry Director's office for parental distribution only.
5. You may send food for infants and crawlers. However, it must be in its original container and unopened. We will offer Goldfish crackers, Teddy Graham cookies, and Cheerios, along with water, to other Preschoolers. **Please do not bring in any other snacks or drinks (such as juice or milk) because of food allergies with other children.** A gluten-free snack will be available upon request. Parents should advise if they do not want their child to receive snacks.
6. Pacifiers should be safely attached to the child's clothing. Loose pacifiers tend to spread germs in the Preschool.
7. Parents should provide an extra change of clothing for children who are not potty trained.
8. **ALL** items must be properly labeled with the child's name. Diaper bag tags may be obtained at the Welcome Desk.
9. Children should be dressed appropriately for the weather as we may take unannounced walks outside for fresh air and change of scenery.
10. Children will not be allowed to bring toys, gum, candy, etc. from home. Special lovies such as small blankets, stuff animals or dolls are permitted for those having a difficult time separating.
11. Children who have an elevated temperature, fresh cold, persistent cough, rash, contagious disease, or any other contagious symptoms are not permitted in the Preschool. A child just getting over a virus or fever, or on antibiotics for less than 24 hours should not be placed in the Preschool for care.

12. We ask that you use disposable diapers or pull-ups for those requiring them in our care. We are not equipped to handle cloth diapers.
13. If a child exhibits persistent biting or other behavioral problems that may put others at harm, the Director will need to discuss the situation with the parents. Parents should not take offense understanding that we love all of our children and must maintain a safe and loving atmosphere for all of them.
14. Parents should instruct Volunteers of specific instructions in writing (on Sign-In sheet) before leaving their child.
15. When dropping off children, parents should keep conversation to a minimum so not to interrupt the flow of traffic or take the volunteers' attention away from other children.
16. For security purposes, we ask parents to help us keep down the traffic in the Preschool by making arrangements for only one parent (two if needed) to pick up children. Siblings, grandparents, and others who are escorting parents to pick up children cause additional congestion in this area. Thank you for your help with this security issue.
17. We ask parents who want to check on their children between services, to check with our Desk Operator so that the child and the class will not be disturbed and upset by seeing their parent. The Desk Operator can provide parents with a status.
18. We prefer that parents pick up their younger child first and then their older siblings so that the Preschool is not overcrowded with siblings wanting to come in the room with parents.

OUR HYGIENE PRACTICES

CHANGING DIAPERS

Put on disposable gloves prior to changing a diaper.

Sanitize the changing table pad and then place a dental napkin on the pad.

Remove the soiled diaper, roll the diaper up and place it in a grocery bag for disposal.

Clean the child and fasten the new diaper securely.

Place the changing pad napkin, dirty diaper, and gloves in the grocery bag.

Dispose of the trash in the covered diaper pail.

Wipe the table pad and table with disinfecting solution after each use.

Wash your hands thoroughly after each diaper change.

WASHING HANDS

Wash your hands before feeding a child, before and after treating a cut, after assisting a child with toileting, and after wiping a child's nose or mouth (or your own).

Use soap and the warmest water possible. Rub the front and back of your hands vigorously for at least 20 seconds.

Dry your hands with paper towels. Dispose of the towels in the covered diaper pail.

HELPING PRESCHOOLERS WASH HANDS

Guide preschoolers to wash their hands when they come into the classroom, before eating,

after going to the restroom, after being outdoors, and after activities such as painting or using play dough. Also, wash their hands prior to leaving the class.

Provide soap and turn on the water for preschoolers who are unable to do it themselves.

Adjust the water temperature to warm and feel to ensure that it is not too hot.

Encourage preschoolers to apply soap to their hands and rub them together vigorously for at least 20 seconds. (Teachers should model this action.)

Provide paper towels for drying hands.

CLEANING PRACTICES

Clean wounds carefully. Wash your hands and put on disposable gloves before cleaning all wounds. Keep open cuts or wounds covered.

Wash and disinfect your hands after removing the gloves.

Clean toys after each use. Every time a child touches or mouths a toy, remove it from the play area until it is cleaned.

Spray toys with the disinfecting solution. Allow toys to air-dry before offering them to another child.

Spray sanitizing solution and wipe down hard surfaces (countertops, tables, chairs, etc.) before, during and after all sessions.

Clean cribs before and after the first session and after each subsequent session. Spray and wipe down crib rails, sides, and mattresses with disinfecting solution. When dry, put clean sheets on mattresses.

DIAPER BAG CONTENTS

The following is a list of suggested items for parents to have for their children in our Preschool Ministry. It is very important that items are labeled with your child's name. Please ensure that your diaper bag is labeled. You may pick up a church diaper bag label at the Preschool Welcome Center desk.

Parents are asked to bring the following:

- One or two prepared bottles labeled with child's full name
- A sippy cup labeled
- Extra disposable diapers
- Pacifiers, permanently labeled
- Change of clothes

Parents are asked NOT to bring the following:

- Medicine of any kind (VIPS are not allowed to administer medication)
- Personal toys (exception may be made for a special lovey)

HEALTH & SAFETY POLICIES

The Health & Safety policies of Sullivan Baptist Church are based on the recommendations taken from the report of the Committee on Control of Infectious Diseases of the American Academy of Pediatrics. For the health and safety of all children we ask that you do not bring your child to the classroom if s/he exhibits any of the following symptoms:

1. Fever within the previous 24 hours;
2. Vomiting and/or diarrhea (for any reason) within the previous 24 hours;
3. Any symptom of the usual childhood diseases—scarlet fever, measles, mumps, chicken pox, or whooping cough;
4. Common Cold—The child should be free of all symptoms (including runny nose with any colored discharge) of the common cold and/or allergies. If a child has chronic allergies, and is under the care of his/her physician, a written statement from the physician must be presented specifically stating the nature of the child's condition and that the condition is not contagious;
5. Sore throat;
6. Croup;
7. Any unexplained rash;
8. Thrush;
9. Pink eye or other eye infections;
10. Any skin infection—boils, ringworm, impetigo;
11. Presence of head lice or eggs.

If our Teachers or Volunteers note any of these symptoms after the child has been brought to class, a parent will be called to pick-up their child.

Your cooperation is essential to the well-being of all our children. We are sure God will bless you for your unselfish love when you choose to stay home because your child does not seem 100% well.

Children who become ill during a church activity will be isolated and the parents will be contacted to pick-up the child immediately. Teachers will not dispense medication to any child without the presence of at least one parent.

CHILD PROTECTION POLICY

1. Adults who have been convicted of either child sexual or physical abuse will not serve as a teach or volunteer in any church sponsored activity or program regarding children.
2. Adult survivors of childhood sexual or physical abuse need love and acceptance of this church family. Individuals who have such a history should discuss their desire to work with children with one of the church staff prior to engaging in any acts of service relating to children.
3. Teachers and Volunteers should observe the **"two adult" rule**. This requires that adults are never alone with children without an adult partner.
4. Teachers and Volunteers should accompany same sex children to the bathroom when needed.
5. Teachers and Volunteers should keep the door ajar at all times while protecting the privacy of the child as well.

DISCIPLINE POLICY

The Discipline Policy of Sullivan Baptist Church Children's Ministry does not consist of punishment for bad behavior but rather teaching. Discipline is a door of opportunity to teach children appropriate ways to meet their needs.

Our discipline teaching will be twofold:

1. To immediately stop inappropriate behavior (that which might hurt a child, destroy materials or disrupt the group).
2. To help the child find another, more appropriate way to behave.

Discipline for Non-Aggressive Misbehavior

Non-aggressive misbehavior is any behavior exhibited which does not involve physical harm to another, but instead needs correction for the child to learn and for the Preschool to be productive. Some examples are tantrums, running, out of control behavior, not listening, etc.

First Offense: Verbally correct the child and if age appropriate, pray together.

Second Offense: Place the child in time out. Explain to them how to correct their behavior.

Third Offense: Notify the Children's Director.

Discipline for Aggressive Behavior

Aggressive behavior is any behavior exhibited by a child to cause harm to another child. Some examples are hitting, biting, slapping, kicking, throwing objects that strike another child, etc.

First Offense: Remove child from the situation and place child in time out. Explain the child's behavior to the child and how to correct it and if age appropriate, pray together. Notify the parent(s) when they pick up the child.

Second Offense: Notify the Children's Director. Remove the child from the situation. Retrieve the parent(s) from the service. Explain to both the parent(s) and the child what has

occurred. The parent needs to stay in the room and help the child socially interact with love, or remove their child from the room for the remainder of the service.

Remember that when correcting any child or notifying the parent(s), they are a gift and a blessing from God. Be sensitive to the needs of both the child and the parent and reinforce your love for each of them.

Discipline of children by Volunteers should never include any sort of negative physical touching (spanking, slapping, swatting, tapping, shaking, pulling, biting back). Nor should it ever include ridicule, sarcasm, threats, or withholding any sort of care from a child.

Teachers/Volunteers should be sensitive to parents' feelings with regard to their comments to them about their children. Teachers/Volunteers should first talk to the Children's Director about any specific issues with a child's behavior before notifying parents to come to the classroom to deal with their child.

We should never talk negatively about any child but rather should lovingly and in a positive manner, interact with a child to correct any behavioral issue(s) they may be having.

Sullivan Baptist Church Biting Policy

All bites should be cleaned with soap and water and then apply an ice pack immediately to the site. The child who has done the biting should be separated from the other children. Parents of both the child who is bitten and the child who bites should be notified when they pick up the child. Never tell the parents of the child who was bitten the name of the child that did the biting. If the parent is insistent that they be told, notify the Children's Director.

Please complete an Incident Report about the situation and give it to the Children's Director.

All biting incidents need to be reported to the Children's Director immediately. A child that bites will be separated from the class. If there is a second biting incident with this child, parents will be asked to stay in the room with their child or the child will need to be taken to the parents' Bible Fellowship class until the problem is under control. We need to make sure that the child and the parents understand that we love their child, and we want them in our class, but we cannot tolerate biting.

Help parents understand that we are very sorry this happened to their child. Many preschoolers bite someone at some time in their life. They may bite because they are frustrated, because their gums hurt, or sometimes just by accident. Some children bite by mistake when they are trying to kiss. Help the parents know that their child was comforted and recovered quickly.

When a parent is very upset and angry, remain calm and understanding. Remember, they may have no understanding of how common this is with preschoolers. Even if they do, we all hate to have our child hurt. Please take the parents to the Children's Director to discuss the situation if you deem appropriate. Let them know that you are concerned, but do not try to rationalize with them. It is better to just listen.

SULLIVAN BAPTIST CHURCH BUILDING EVACUATION POLICY

1. Volunteers will take their children to the nearest outside door and away from the building.
2. The "Sign-In" sheet clipboard should be taken out with the children.
3. The bed babies volunteers should place as many children as possible in one evacuation crib, take the red back pack and roll it out the nearest outside door into the parking lot-far from the building.
4. Volunteers in the Preschool rooms caring for toddlers and older preschoolers should assemble the children at the door and count the children before leaving the room. Pick-up the red evacuation backpacks hanging on the wall and take out the evacuation rope. Have each child hold one of the shapes on the rope. Then lead them to the nearest outside door, then to the far parking lot and count children again. If a child is missing, do not leave the children in your care, but quickly notify the Children's Ministry Director or Security Team member.
5. Do not concern yourself with crying children until after they are safely out of the building.
6. DO NOT WONDER WHAT TO DO. IF THE ALARM SOUNDS OR A DIRECTIVE GIVEN---LEAVE!!!
7. Parents should find their children in the parking lot, if they are not in the preschool area at the time of the alarm. Volunteers should not allow parents to pick up their children until they are safely out of the building and a head count has been taken!

GOSPEL PRESENTATION

Should the occasion arise when Teachers or VIPS have the opportunity to present the Gospel to children in our care, whether through a presentation planned by the leadership, or through a natural course of conversation with a child, the Director asks each Teacher or VIP to abide by the following guidelines:

DO NOT SHY AWAY FROM SHARING THE GOSPEL!

DO:

- A presentation of the Gospel for the purpose of sharing information only.
- Inform the parent that a Gospel presentation was done and how it was done.
- Encourage the child to talk to their parent(s) further.
- Inform parents that Children's Ministry staff are available to counsel if needed.
- Always consider and respect the role of the parent.

The Director feels very strongly that the Gospel can be presented to preschool and elementary age children. Yes, they have limited understanding of substitution and Christ dying in our place we will not share the gruesome events of the crucifixion. We will simply mention that Jesus died, but he rose again to life. We lay the foundation in Preschool and Children's Ministry -- give them little snapshots of God that they piece together in the future, so that in the pre-teen years, we can take the opportunity to talk about the substitution element—and give them a more complete picture of who God is.

DO NOT:

- Offer any type of invitation
- Lead a group prayer
- Pray with a child individually without parental consent.
- Use any wording that could be considered as coaxing a child to make a decision.

However, it is important to note that in a classroom setting, Teachers and VIPS may not see the entire picture of the child's understanding of salvation. Therefore, these guidelines have been established. Should a circumstance arrive that is not covered by these guidelines, it is the responsibility of the Teacher or VIP to contact the Director for guidance.

CHILDREN'S MINISTRY SIGN IN SHEET

Teacher _____

Event: _____

Teacher _____

Date: _____

Teacher _____

Room # _____

SHOW SECURITY BADGE TO TEACHER PRIOR TO PICKING UP CHILD—MATCH NUMBERS!

[illegible]



Sullivan Baptist Church Incident Report

Date and Time: _____

Name of child injured/involved: _____

Where incident occurred: _____

Description of incident: _____

Action taken by staff: _____

Name of witness to incident if any: _____

Were medical personnel involved? If so, how? _____

Comments: _____

Submitted by: _____ Date: _____

Parent Signature: _____ Date: _____

Please make a copy of this report, give one copy to the parents and place original in our files.

SULLIVAN BAPTIST CHURCH
Infant/Toddler Activity Report

Name _____

DOB _____ Today's Date _____

Instructions from parents to teachers:

Sippy Cup? _____ Pacifier? _____ Nap? _____

Bottle? _____ Warm? _____ Time? _____

How do we comfort your child? _____

Anything we need to know today? _____

To be completed by teacher only:

Activity	Time	Time	Initials
Feeding			
Sleeping			
Diaper Wet			
Diaper BM			

Today your child learned that Jesus loves him/her, Jesus loves little children, the Bible is God's Word and it is Truth, we love Jesus and,

Because Jesus loves children ~ *Mrs. Sharon*

SULLIVAN BAPTIST CHURCH
Infant/Toddler Activity Report

Name _____

DOB _____

Today's Date _____

Instructions from parents to teachers:

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