



KidCity

Preschool Policy Handbook

Policy 2003, Revised 4-2018

Netleton Baptist
C H U R C H

Dear Parents,

We thank God for preschoolers and the opportunity we have to teach them at church. We want them to feel loved, and valued as they grow. We take seriously our privilege and responsibility to provide quality Bible-teaching and quality care in a clean and safe learning environment at church. We have compiled this Policies and Procedures Manual to provide information and clarification concerning the programs and ministries for preschool age children. These guidelines are not intended to be restrictive but rather to enhance and improve our ministry. Please read this manual carefully and cooperate with us in this effort. If you have questions and suggestions, please feel free to call us. Our prayer is that you and your family will have many happy and rewarding experiences through your involvement in the preschool ministry.

Mission Statement

The preschool ministry of Nettleton Baptist Church exists to partner with families to build upon God's Word a strong spiritual foundation in the lives of preschoolers.

Purpose of Our Preschool Ministry

"And Jesus grew in wisdom and stature, and in favor with God and men." (Luke 2:52, NIV)

Our goals for the growth of preschoolers are based on the fact that preschoolers grow just as Jesus grew – mentally (*in wisdom*), physically (*in stature*), socially/emotionally (*in favor with man*), and spiritually (*in favor with God*).

Therefore we seek to:

- Lay a strong spiritual foundation in the life of each preschooler we teach, with the hope that when older, each child will accept Christ as Savior.
- Help preschoolers begin to understand God is creator, giver of all good things; Jesus is God's Son and our best friend; and the Bible is the true, special book that tells about God and Jesus.
- Make church a happy, clean, and safe place to learn Bible truths.

- Provide activity-based teaching, which includes Bible learning activities that allow preschoolers to make progress in problem solving, sharing, expressing themselves in appropriate ways, thinking of others with kindness, and learning to love others as themselves.
- Partner with the home in nurturing the spiritual growth of the young child.
- Encourage parents/guardians to actively participate in worship, Bible study, fellowship, and ministry opportunities.

General Policies

1. Preschool facilities will open for receiving children 15 minutes prior to regular church-wide activities and services.
2. Preschoolers must be brought to their departments by a parent or adult guardian, and will only be released to the parent or adult guardian who presents the security card.
3. A parent should come for his/her child immediately following the service or function. This prevents children becoming upset when they have to wait too long and also shows respect for the child's teachers.
4. To avoid congestion in the Preschool Area, it is recommended that only one parent deliver and pick up the child.
5. Preschoolers may be brought to the preschool only when the person bringing them is attending a church-wide function.
6. For the safety of our preschoolers and to provide the best teaching environment, only preschoolers and approved teaching personnel are permitted in preschool rooms.

7. Under no circumstances are children to be left in the Preschool Area unattended at any time.
8. In order to provide safety and enable teachers to provide activities that meet the needs of preschoolers, the use of the Preschool Area and equipment is limited to preschoolers. (Preschool rooms and furnishings are not multi-age appropriate).
9. Supplies and/or equipment may not be added or removed from preschool rooms without consultation with the Preschool Director.
10. For the safety of our preschoolers and the liability protection of our adults, at least 2 teachers should be in the room with preschoolers during any given session. *(The Two Adult Rule is a recommended safeguard from church insurance companies).*

Health Policies

1. For the protection of all children and adults at church, parents are requested not to bring a child who appears to be ill.

The Committee on Control of Infectious Diseases of the American Academy of Pediatrics recommends a child should not be taken from home when any of the following exists:

- Fever – currently or within the previous 24 hours (without medication)
- Vomiting or diarrhea
- Any symptom of a childhood disease such as scarlet fever, German measles, mumps, chicken pox, or whooping cough
- Common cold – from the onset through one week
- Sore throat
- Croup
- Any unexplained rash
- Any skin infection – boils, ringworm, impetigo
- Pink eye or other eye infection

2. A parent will be notified if a child develops illness during preschool activities. The child will be separated from other children and the parent/guardian called to remove the sick child.

3. No oral medication will be given to a preschool child except by a parent or guardian. (All medication should remain in the parent's possession).

4. If a child contracts a childhood disease following a session in a preschool department, parents should notify the Preschool Director so that other parents and teachers may be informed.
5. Parents should report any allergies and special needs to the department director.
6. All toys used by young preschoolers are washed and sanitized after each teaching session.

Safety Policies

1. In the unlikely event a child is injured seriously, parents will be notified immediately.
2. If a child sustains a minor injury (i.e. bump, bruise, scrape), parents will be notified when the child is picked up.
3. An *Accident/Incident Form* will be completed for every accident. These reports will be signed and dated by the teachers and parent/guardian, and kept on file.

4. Emergency evacuation routes are posted in each preschool room. Other emergency procedures will be made available to teachers.

- In case of Fire or other evacuation disasters, teachers in each room will take preschoolers to the playground area or outside of playground area if immediate area is unsafe. Parents may come for their children at this location.
- In case of Tornado or weather emergency, teachers in each room will take preschoolers to the hallway and will have them cover their heads.

Security Policies

Security Cards

Security Cards are our means of identifying the parents or guardians of children in our Preschool Ministry. The Security Card's purpose is: (1) to assure parents/guardians that their child will be released only to the appropriate adult holding the child's card; and (2) to enable teachers to be confident they are releasing children to appropriate persons.

Why do we need Security Cards?

1. Teachers cannot know the parents/guardians of every child. Situations in which this is true include attendance by guests, infrequent attendees, new or substitute teachers and staff changes between Sunday School and Worship. The teacher who met the parent when the child arrived may not be in the room when the child leaves.
2. Non-custodial parent kidnapping and stranger abductions are no longer unheard of in churches.
3. Older siblings, relatives or friends may want to take a child from the room. Whether or not this is acceptable to the parent, the teacher should not be responsible for making the judgment on releasing the child.

Procedure

1. Parents/guardians will receive a personalized Security Card upon check-in.
2. When returning for the child, parents/guardians should present security card to the preschool door monitor who will check for a matching security number and then release the child.

3. The child will only be released to the adult bearer of the Security Card.
4. Parents/guardians who misplace the Security Card may be asked to present photo identification and signature.
5. Parent Custody/legal guardianship changes must be reported to the Preschool Director. (Written legal documentation must be presented and kept on file).

Additional Security Measures:

1. The Security Team patrols the church campus (inside and outside) during worship services.
2. Preschool Hall doors will be locked during Bible Study and Worship Service.

Parent Responsibilities

Parents are a child's first and most important teachers. Teachers at church count it a privilege to partner with parents in laying foundations for faith in young lives.

Parents can help teachers by observing the following guidelines:

- Become familiar with the Preschool Policies and Procedures. These policies have been adopted by our church family and are enforced for the well being every child in our care.
 - Remember that each policy and guideline is based on the desire to provide a safe, secure learning environment for your child. If you do not understand the reason for a policy or guideline, please ask the Preschool Director to discuss it with you.
1. Church-member parent are expected to participate in the Parent Volunteer Rotation System that staffs our extended teaching care during the worship services. You will be contacted by our Preschool Director to take part in that rotation.
 2. Remember to *label all items* (i.e. diaper bags, pacifiers, bottles, cups, toddler snacks, infant seats, clothing) with your child's name.
 3. Preschoolers who are being toilet trained need to bring extra changes of clothing in a labeled bag. Clothes should be easy to take off and put on.

4. Leave personal toys at home. They make sharing too difficult and may not be appropriate for use in teaching. (An infant's "security toy or blanket" would be an exception).
5. Bring your child regularly to church. He will feel more secure and eager to enter his room when church becomes his established routine.
6. For the security of our preschoolers and their best teaching environment, parents and siblings *should not enter the preschool hall*. (Nursing mothers are an exception). Traffic in and out of the preschool hall causes disruptions in teaching and unnecessarily upsets young children already in the room.
7. Explain to grandparents, other adult relatives and friend that your child will not be released to them unless they present your child's Security Card.
8. If a child has a problem at church, it is better to discuss this with his teachers at a time other than Sunday morning. Never discuss a child's problem in his presence.
9. Use the "take-home" literature provided by preschool programs. These will help you continue at home what your child learned at church.

Promotion

Promotion of children to the next age level is based on the Sunday School year. Our Sunday School year runs from June through May. On the first Sunday in June, all preschoolers who have turned two years of age by Aug 1st promote to the next age level. Children under the age of two advance to new rooms based upon maturation at any time during the Sunday School year (and as space is available).

Parent/Child Dedication

Usually the parent/child dedication ceremony takes place during the morning worship hour. This is a time for parents to publicly express their commitment to raising their child in a Christ-centered home as they lay spiritual foundations that will one day make it possible for their child to accept Jesus as Savior. This ceremony also gives the church family the opportunity to show their support for the parents in this most important task. An application for the ceremony can be made on our church website, on the preschool page.

Guidelines for Discipline

1. Give encouragement freely. It is inspiring. Use criticism sparingly. It is self-defeating.
2. Set reasonable limits (consider the child's age and needs).
3. Be consistent.
4. Accept a child's feelings that he cannot control; but stop his disruptive or destructive behavior.
5. Correct a child's behavior with love and respect. (If you were in his place, how would you want to be corrected)?
6. Avoid embarrassing a child.
7. Do not force a child to say, "I'm sorry." He may not be sorry. If you force him to say he is sorry when he is not, you may be teaching him to lie.
8. Avoid threats.

9. Notice and acknowledge a child's appropriate behavior. (Spend most of your time this way, and you will not need to take much time correcting misbehavior).
10. Do not force preschoolers to give up toys as a means of teaching sharing. Sharing is *voluntarily* giving something up to another. Require "taking turns" instead.
11. Provide interesting and challenging things to do and reduce the possibility of behavioral problems.
12. Give bountiful emotional support to the child who misbehaves. Misbehavior is often a plea for help.
13. Let the child learn from the natural or logical consequences of his actions. (If he misuses the blocks, he may not play with the blocks for a while).
14. Help each child feel good about himself. A healthy self concept is the right of every child made in God's image.

15. Be friendly-firm (Children need to know you love them and are in charge).
16. Consistently enforce Three Rules:
 - I (the teacher) will not allow you (the child) to...
 - Hurt yourself
 - Hurt others
 - Hurt the things we use in our room
17. When a child's parents arrive quietly inform them of any discipline problems and immediately release the child to them.

Policies for Teachers

Teachers play a vital role in laying a spiritual foundation for young children. *All teachers must be professing Christians*, men and women who want to love and nurture preschoolers.

Volunteers provide the teaching staff for regular church programs and organizations. To be considered for a volunteer teacher position, an individual should:

1. Be a member of our church for at least 6 months. (Exceptions must be approved by the Executive Pastor.)

2. Be willing to have a background check.
3. Be willing to follow all policies and procedures of the Preschool Ministry.

*Only persons 18 or older may teach in the Preschool Division. (See “Youth Helpers” for information regarding teenage teachers).

Youth Helpers

1. Youth enlisted for child-care must be approved by the Preschool Director.
2. Youth helpers must always be supervised by at least one adult who is present in the same room. Youth should never be left alone with the children.
3. Youth may teach only in departments for preschoolers one year old and older.
4. Youth helpers will be expected to follow the policies and procedures for all preschool teachers.
5. Youth helpers must be at least 13 years of age.

Special Events Policies

1. All requests for childcare should be submitted in writing to the Preschool Director at least two weeks in advance of an event.
2. All requests for childcare must include the number of children attending and their age.
3. Any changes to the original request must be submitted at least five days prior to the event.
4. The facility will not be open for less than five children and childcare will not be provided for less than two or more than four consecutive hours.
5. The persons requesting childcare are responsible for cost involved in paying workers.
6. Security will be required at the church if the function is not taking place at the church.