

General policies for nursery and preschool ministry at Buies Creek First Baptist Church, hereafter referred to as the church.

1. The church provides nursery and preschool care during all scheduled church wide activities such as Sundays and Wednesdays.

- A. Childcare will be available 15 minutes before the announced beginning time of church activities.
- B. Parents and guardians will be encouraged to pick up children no more than 15 minutes after scheduled church activities end.
- C. For other church sponsored activities, leaders of each specific activity will work with the church staff member responsible for preschool ministry to determine the best way to handle any needed childcare.

2. The church preschool ministry provides care for crib babies and children through kindergarten for parents or guardians who are participating in church activities only.

- A. If a child has a fever or diarrhea, he or she cannot be left in the preschool facilities.
- B. If a child becomes ill while in the care of the church a parent or guardian will be contacted immediately and asked to pickup the child to attempt to prevent the spread of illnesses.
- C. If a child is taking medication, but is not ill as indicated above, and needs a dose of medication during the hours he is in the church's care, the parent or guardian must administer the medication. Church staff members and volunteers *will not be allowed to administer medications under any circumstances.*

3. The church will maintain a safe environment in which parents will feel comfortable leaving their children. This will include safe in the sense of a clean and healthy setting as well as measures to insure that all staff and volunteers can be trusted to care for and teach children appropriately.

- A. There will be a minimum of 2 unrelated adults in each room at all times.
- B. Requirements and specific procedures for cleaning rooms and their contents will be posted in each room.
- C. Staff and volunteers will be required to sign off each time the cleaning procedures are followed.
- D. Staff and all volunteers will be required to pass a background check.
- E. Parents and guardians of children who participate regularly in the preschool ministry of the church will be asked to serve as volunteer childcare workers on a rotating schedule.
- F. Staff and volunteers will receive training on a regular basis to assure their understanding and ability to follow the dictated procedures.

G. Staff and volunteers will receive training in teaching methods and materials that are age appropriate for the children with whom they will work.

4. A system by which parents or guardians check their preschoolers in and out will be in place each time childcare is provided by the church. Parents or guardians will be required to follow the receiving and dismissal procedures or be denied childcare.

A. Only a parent or guardian will be permitted to check the child in or out.

B. A contact cell phone number for a parent or guardian will be required should they need to be reached during church activities.

C. In no case will preschoolers be released in the care of minors.

5. Parents and guardians will be required to fill out an information sheet periodically on each child which will include information regarding allergies and other pertinent information that will assist childcare workers in providing the best care possible for each child. A copy of this information sheet will be maintained in the room in which the child will receive childcare and will be easily accessible to childcare workers at all times.

A. Parents and guardians will be asked to label diaper bags, bottles and drinking cups for their children.

B. Parents and guardians will be asked to provide a complete change of clothes, diapers, wipes and any other items for their children's specific needs.

C. Parents and guardians will be asked to provide specific information regarding a child's feeding schedule, snacks, etc.

6. At any time a parent or guardian has any concerns about the childcare provided or the policies in place she will be encouraged to address her concerns to the staff member responsible for preschool ministry.

A. The staff member responsible for preschool ministry will always take action on any expressed concerns and follow up with the parent or guardian who has expressed concerns.

B. Concerns regarding facilities will be addressed as soon as possible by the staff member and any other indicated personnel (building and grounds, etc.).

C. Concerns regarding a volunteer will be addressed immediately by the staff member responsible for preschool ministry or that staff member's supervisor and the volunteer whose childcare has been questioned will be relieved immediately of any childcare duties until the concern has been addressed and resolved.

D. Concerns regarding a staff member will be addressed immediately by the pastor and the staff member will be relieved immediately of any childcare duties until the concern has been addressed and resolved.