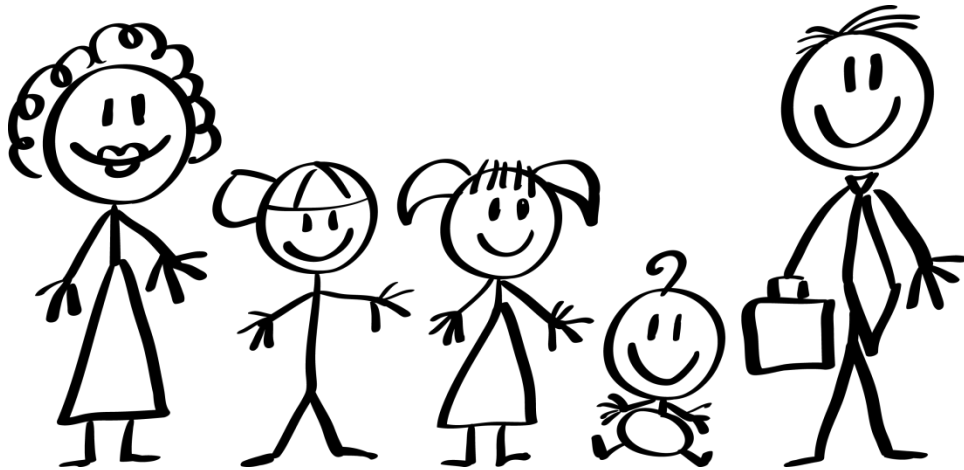


Preschool Ministry

Parent/Teacher Policies & Guidelines



"Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these."

Matthew 19:14

Preschool Ministry
Englewood Baptist Church
2239 North Highland Avenue
Jackson, TN 38305
731.984.9229

The following are general procedures with which teachers need to be familiar.

Prepare

- Plan your lesson ahead of time. Preparation for Sunday morning should not begin on Saturday night.
- Please enlist a substitute teacher that can fill in for you when needed.
- Pray for and about your class.
- Arrive 15 minutes before your time of service. This allows you time to set up and become mentally ready for your children to arrive.
- All items for the craft will be available. You may fill out a Supply Request Form for extra items needed and we will provide those as well. If you want to get supplies from the Resource Room, please do so before the children arrive.
- Two workers should be present in the room at all times.





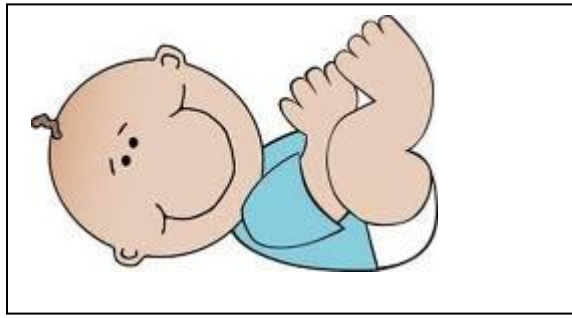
Receive

- Kindly accept the child at the door. Greet each child at their eye level cheerfully and promptly. This usually helps ease the child in to the room.
- All of the child's belongings should be labeled.
- Older children should be led into the room and directed to a certain center or activity.
- Babies should be assigned a specific bed for the morning.
- Every child must be wearing a security sticker with his/her name on it.
- Make sure that the parents complete the sign-in sheet with any necessary additional information.
- Children with allergies or security situations should wear a sticker or arm band with specific details on it.

Feeding

- Snack is served at the 9:30 service only!
- Have a blessing for preschool children prior to serving snack.
- Bed Baby and Crawler rooms:
 - *Use crock-pots to warm bottles.
 - *Teachers are allowed to mix pre-measured formula if instructed.
 - *Follow the parents' instructions on the sign-in sheet.
 - *Children should not drink from each other's bottle or cup.
 - *Sterilize with hot water any pacifier that has fallen on the floor.





Diapering

- Supplies are located in each room. Use the diapering station provided. These should be sprayed with cleaning solution between each diaper change.
- Each child should be checked/changed every hour. No child should ever leave soiled or wet!
- Wear rubber gloves for your own protection and the child's. Always change both gloves and use a new pair for each child. Also sanitize your hands after each diaper change using soap and water or sanitizing gel.
- Place waxed paper on the changing table to lay the child on to be changed.
- Use over-the-counter powder, lotion, and ointment if the parent has placed it in the diaper bag **and** instructed you to use it.
- After the child's diaper has been changed, the diaper, waxed paper, wipes, and gloves should be **thrown away and the changing table cleaned.**

Restroom

- Never be alone with a child in the restroom with the door closed!
- Remain outside the restroom with the door ajar.
 - *If the child needs assistance, explain what you are doing and encourage the child to help.
 - *Wear rubber gloves and wash your hands after assisting a child in the restroom.
- Make sure that the children flush the toilet and wash their hands before returning to class.

Outreach

- Reaching out to visitors and members alike is a very important part of Preschool Sunday School!
Please make sure that every parent and child feels welcome!

Promotion

- Preschool children will be promoted to a new class each August, according to birthdates.
Only babies will be promoted at other times throughout the year, as they crawl or walk.

Release

- Be prompt and cheerful when greeting a parent at the door. Be kind and gentle when giving information about the child's behavior during the morning.
- Keep the door closed between parents.
- Match all parent security stickers to the children's security stickers! **Make No Exceptions!**
- If a parent does not have a security sticker, or if the number does not match, get a staff member to come to the classroom before releasing the child.
- Never release a child to anyone under 16 years of age.





The following are procedures with which parents need to be familiar.

- Every child must be wearing a security sticker when they enter the classroom.
- Parents **must** present a security card at the classroom door before dropping off or picking up a child.
- A parent must be on the church premises when his/her child is being cared for by the Preschool Department.
- All personal items belonging to a child should be labeled - i.e., diaper bags, bottles, pacifiers, cups, coats, etc.
- For sanitary purposes, the Preschool does not keep extra “sippy” cups, so please be sure you send one, or we will provide a plastic cup for your child.
- Please send a change of clothes for any child who is still in diapers or being potty-trained. (Inform the preschool worker if your child is being potty-trained.)
- During nice weather, children may go outdoors. Please dress them accordingly.

- For the protection of your child and other children, no child should be dropped off if they appear to be ill. (No medication can be dispensed by a preschool worker.) Children who have had the following symptoms within the last 24 hours will **not** be allowed into a Preschool classroom:
 - *Fever,
 - *Vomiting
 - *Diarrhea (more than twice)
 - *Green or cloudy runny nose
 - *Inflamed throat or mouth
 - *Runny or pink eyes
 - *Croup, coughing or sneezing
 - *Any skin infections such as boils, unexplained rash, staph, ringworm or impetigo
 - *Symptoms of childhood diseases (i.e., chicken pox, mumps, measles, scarlet fever, etc.)
- Inform the desk and the preschool worker if there is a special medical condition or security situation with your child.
- Should a child be habitually aggressive in any way (hitting, biting, etc.) parents may be called.
- The Preschool Department uses the time-out method of discipline.

- Accidental injuries or incidents are immediately reported to a staff member and an incident form is filled out. Parents are asked to sign these forms upon picking up their child.
- Protective procedures are used for changing diapers and assisting children in the restrooms.
- Severe weather and fire emergency plans are posted in each room. In the event of an emergency, preschool workers are instructed to keep all children together. Parents are asked not to try and pick a child up during this time; instead, any parent that is present will need to assist the workers until the emergency is over. (In the event of a fire, children will be moved outside.)
- A screening procedure (background check) is carried out on every worker who serves in the Preschool Department.
- Parents are strongly encouraged to serve at least once a month as a Preschool Volunteer.

