

Preschool Ministry Handbook



First Baptist Church

108 Church St.

Huntingdon, TN 38344

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fbchuntingdon.com

PURPOSE STATEMENT

The purpose of the preschool ministry is to lay foundations for each child's spiritual development in preparation for his/her later personal commitment to Jesus Christ as Savior.

Our objectives to achieve this are:

- Provide a clean, happy, safe and secure Christian environment for the child.
- Encourage the development of each child spiritually, emotionally, mentally, physically and socially.
- Encourage the active participation of parents in worship, Bible study, and fellowship.
- Promote better communication and understanding between parents and teachers.



AVAILABILITY:

- Preschool departments will be provided during the regularly scheduled activities of the church—Sunday morning, Sunday evening, Wednesday evening, etc.
- Extended session care is provided for children birth through three years. Upon turning four years old, he/she will begin attending worship services with a parent or guardian.
- Childcare may be made available for special church events by request through the church office.
- Preschool facilities will be open 15 min. before the beginning of each activity and will close quickly after each event has ended.

HELPFUL HINTS FOR PARENTS:

- Bring your child to church regularly. Sometimes during the early years, there may be difficult periods of adjustments for your child. They may not want to stay in their class without you. Be patient. Talk about church and keep remarks positive. Staying away from church will not help their problem. Reassurance, plenty of love, and consistent attendance will most likely take care of the problem.
- If your preschooler is able to walk, allow him/her to walk to the door. This eases separation since the child is out of your arms.
- Avoid rushing the child on Sunday morning. A child can sense when someone is stressed and will act on that feeling.
- At the preschool counter, do not attempt to slip away from your child—little eyes and minds are quick. Tell them in a kind, firm voice that you are going, but will be back soon. Then leave immediately. If your child continues to be upset, we will page you. It will not be necessary for you to “check” on them between sessions. This will only upset them.
- Lovingly talk about going to church during the week. Go over the lesson that was discussed in Sunday School. Pray for your child’s teacher with them.
- Attempt to pick up your child quickly after the sessions so that they do not have to wait long after the others have gone. This will help them to avoid the “left” feeling.



THINGS TO BRING TO CHURCH:

- Bring an adequate supply of diapers and baby wipes.
- Place the child's name on the diaper bag and all items brought with the child.
- Bring only plastic bottles for safety purposes.
- Bring a special "security" item only if needed. Other personal items such as toys, books, etc. should be left at home. An adequate supply of learning and sharing items are available in each classroom.

SUPERVISION STATEMENT:

- The responsibility to supervise children while at FBC rightfully belongs to the parents of those children. Parents are expected to know where their children are at all times and are relied upon by the church to supervise the actions of their children, especially before and after children's ministry activities (including but not limited to Sunday Bible Study, Wednesday activities, & Upward practices and games).
- Proper parental supervision is defined as parents or caregivers always having their children within their eyesight and under their control, or by properly dropping them off and picking them up from the adult leader of a supervised ministry activity (ex. Sunday School teacher, WOW leader, Upward coach).
- By doing this, parents, staff and church attendees alike can be assured that the children are not in places in the building or grounds where their play can cause injury to themselves, disrupt others who are in study or cause damage to the facilities. Proper supervision of children also significantly minimizes the risk of any child being lost, injured, or abducted.
- Anyone encountering children that are outside of proper supervision should contact a children's ministry leader or security team member.

ENTERING AND DISMISSING:

- Preschoolers are to be brought and picked up by an adult, not by older children.
- Please register your child at the counter of the Preschool Department. Designate all information in the appropriate columns.
- You will be given a pager. The pager will alert you if you are needed for any reason.
- When you (or the designated adult) return for your child, you must return the pager.
- To avoid congestion, please have only one parent bring and pick up the child.



SECURITY:

As the FBC children's ministry seeks to provide a safe and secure place for all children, **parents** are expected to follow the supervision statement and drop off/pick up procedures included in this handbook.

Only parents, children's ministry leaders/volunteers, and children are permitted in the children's ministry areas.

Every classroom will be staffed with at least 2 volunteers.

All adult volunteers (age 18 or older) in the Children's Ministry will complete a screening process prior to working with our children at FBC Huntingdon. The screening process for adults will include, but is not limited to:

- Actively attending First Baptist Huntingdon for a minimum of 6 months.
- Completing a Children's Ministry Volunteer Application.

- Signing a consent for a Background/Criminal History Check.
- Attending an orientation meeting with the Children's Ministry leader.

The screening process for youth volunteers (grades 7 – 12) will include, but is not limited to:

- Submitting a recommendation from the Minister to Students.
- Completing a Youth Volunteer Application.
- Attending an orientation meeting with the Children's Ministry leader.

SAFETY:

FIRE—In case of fire, the children in the preschool department will be evacuated by the teachers following emergency procedures. Please do not come to your child's classroom, as that will crowd our evacuation routes. The children will be taken to the Carroll Bank Activities Building area. Parents may meet the preschool team there, but in consideration of custody concerns, may not take their child until they are check-out with the preschool ministry team leader.

TORNADO—In case of a tornado, the preschoolers will be taken to the basement area beneath the multi-purpose room. In consideration of custody concerns, and the safety of all children during the confusion, parents may meet and wait with their child but may not take them until checked out with a preschool ministry team leader.

INSTRUCTIONS FOR FIRE ESCAPE, TORNADO, ETC. ARE POSTED IN EVERY ROOM. THERE IS ALSO A MAP IN EACH ROOM TO DIRECT THE CLASS TO THE EMERGENCY EXITS.

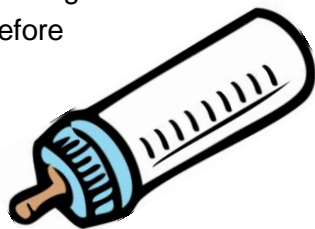
HYGIENE:

Perhaps our most effective way of teaching is through our personal relationship with the child. This means touching the child and helping him with things he cannot do for himself such as changing diapers, wiping noses, caring for scratches, bites, etc. The following guidelines will be used.

- Volunteers and paid workers must follow established guidelines for health, hygiene, and safety. These guidelines are available at your request.
- The disposable gloves provided shall be used in the handling of any bodily fluid. A new set of gloves should be used with each child.
- Diapers will be changed at the changing stations which are then cleaned with disinfecting solution.
- Hand-washing is of utmost importance in the prevention of the spread of germs. Care givers and children must wash hands after using the restroom, after using a tissue for wiping noses or eyes, and also before serving snacks.

FEEDING:

- Infants will be fed formula, milk, or juice. To avoid mistakes, formulas and juice should be already prepared by the parent. If you are nursing, please put a bottle of milk or water in the child's bag if possible.
- Time and circumstances do not allow for spoon feeding.
- Because of allergies, please do not send snacks from home. Crackers or Cheerios will be provided.
- Any food allergies should be noted on the sign-in sheet and mentioned to the teacher. Do not assume the teachers already know this information.



HEALTH:

- To ensure a safe, healthy environment for our children, we request that parents take the responsibility for making sure their children are well before coming to church. A child should not be taken from the home when any of the following exists: fever, vomiting, diarrhea, common cold, sore throat, Croup, any unexplained rash, any skin infection, Pink eye or other eye infections, any symptom of childhood disease such as scarlet fever, measles, mumps, chicken pox, or whooping cough.
- We ask that a child be free of fever for 24 hours before coming back to church.
- Children who appear ill will be isolated and the parents will be paged.
- No medicine shall be administered by the preschool teachers. (Please discuss emergency medicines e.g. asthma inhalers or EpiPens; with preschool leaders.)
- Children with special needs are welcome in the preschool area. It is advised that arrangements be made ahead of time to insure the best possible experience for the child.

CLEAN-UP:

- A disinfecting solution will be used in wiping any surface (crib rail, swing, play equipment, etc.) which could have been contaminated by a body fluid before any other child can come in contact with it.
- All toys will be disinfected before using again. A mouthed toy will be picked up when a child seems finished with it and placed in the sink to be cleaned before leaving.
- After each session, all toys, play equipment, cribs, and all other equipment used by the children will be cleaned with a disinfecting solution.

PARENT INVOLVEMENT:

Providing a safe, happy place for your children to learn about God is a task that we welcome. The efforts of many volunteers are required to make this possible. You, as a parent, should join in the ministry on a regular basis. You will be added to the rotation of volunteers staying for extended session during worship services. This will allow you an opportunity to see what goes on in the preschool ministry, and also give you the opportunity to develop skills in sharing spiritual values with your own child. After completing the Volunteer Application, we will train you and provide you with materials and resources. A member of the preschool committee will contact you about your involvement. .



We encourage you, if you have older children, to find someone they may sit with during your time in extended session. Children older than preschool age are not permitted to stay during extended care.