

Preschool Ministry Handbook



First Baptist Church of Killeen

3310 South W.S. Young Drive

Killeen, Texas 76542

(254) 634-6262

Table of Contents

Mission Statement	3
“Crib” Sheet	4
Parent Information	5
Operations	5
Sickness Policy	5
Snacks and Foods	6
Arrival and Pick Up	6
Teachers	7
Behavior	7
Staff/Volunteer Information	8
Employed Staff Responsibilities	8
Volunteer Responsibilities	9
Babies through Kindergarten Procedures	10
Check-In/Out	10
Hand-Washing	11
Toileting	11
Diapering	11
Toy and Surface Cleaning	12
Emergency	12
Discipline/Guidance	12

Preschool Ministry Mission Statement

The purpose of the Preschool Ministry at First Baptist Church of Killeen is:

- To provide a safe, healthy and loving environment for preschoolers;
- To meet the spiritual, physical, mental, emotional, and social needs of preschoolers;
- To educate preschoolers through the teaching of Bible truths;
- To reach preschoolers and their families for Christ and the church;
- To involve the church family in laying Christian foundations for preschoolers.

FBC Preschool Ministry

“Crib Sheet”

1. We are a **PEANUT FREE** facility.
2. Children must be illness and symptom free for twenty-four (24) hours **PRIOR** to arrival.
3. Children are not allowed to bring food or toys into the facility.*
4. Label **ALL** your child's belongings.
5. All walking children **MUST** wear shoes at all times.
6. Ensure your child has a clean diaper upon arrival.
7. Wash or sanitize your child's hands prior to entering the classroom.
8. Aggressive behavior will not be permitted.
9. Drop-offs and Pick-ups may only be done by a parent or guardian.
10. Parent or guardian shall remain outside the classroom while dropping off and picking up.*
11. You may drop off your child no sooner than 10 minutes prior to the event, and pick them up within 10 minutes of the conclusion of the event.*

*Exceptions to these policies may apply. All exceptions will need to be approved by the Preschool & Children's Minister.

Parent Information

Preschool Ministry Operations

The Preschool Ministry Facility will be open 10 minutes before LifeGroup meetings, worship services, and other teaching sessions.

The Preschool Ministry Facility is for children ranging from newborn through age (5) or completion of Kindergarten.

Whenever the Preschool Ministry Facility is used, the Preschool Minister or his/her acting representative will be present.

Sickness Policy

The Preschool Ministry intends to provide an environment where children are healthy and free of infectious illnesses. It is our church's policy that children who are ill should not be brought to the Preschool Ministry Facility. **Parents are asked to exercise considerate judgment before subjecting their child's symptoms to other children.**

1. No medications will be given by staff or volunteers.
2. **Please keep your child home until illness AND symptom free for 24 hours when you observe the following:**
 - a. An axillary (underarm) temperature of 99F, or above, in the past 24 hours.
 - b. Nausea, vomiting, diarrhea, and/or other gastrointestinal (GI) illnesses.
 - c. Green or yellow runny nose.
 - d. Sore throat, tonsillitis, and/or strep throat.
 - e. Discharge in or around the eyes.

- f. Excessive coughing.
 - g. Any communicable disease.
3. Parents will be contacted immediately if their child becomes ill while in the classroom(s).

Snacks and Foods

First Baptist Church of Killeen's Preschool Ministry is a
Peanut free facility.

The Preschool Ministry will provide a light snack and water or juice to the children during Sunday morning events as well as on other occasions. Please alert staff of allergies.

Parent and/or Guardian Responsibilities

Arrival and Pick up

1. Parent, grandparent, or guardian **ONLY** may drop off and pick up the child.
2. Please remain outside the room. Due to security procedures, only teachers, staff, and approved volunteers will be allowed in the classroom.
3. **Clearly mark all your child's items.** Please leave all personal toys at home, unless a security item is needed by your child.
4. All pertinent medical conditions, mild or severe, must be disclosed to the Preschool Ministry Staff.
5. Upon drop off, parents are to insure their child is in a clean diaper.
6. Prior to entering the classroom, the child's hands must be sanitized with hand sanitizer provided at the classroom door, or by washing with soap and water.

7. In addition to checking your child into the computer system, parents **must sign their child in at his/her classroom, listing parents' location AND phone number** during teaching sessions and/or worship.
8. Children who are walking must be wearing shoes **AT ALL TIMES** while in the Preschool Ministry Facility.

Babies through Kindergarten Teachers

The Preschool Ministry will provide two (2) pre-screened adults who are committed and loving employees and/or volunteers as caregivers in the babies through kindergarten classrooms during church activities.

All employed staff in the babies through kindergarten classrooms will meet the following qualifications:

1. Current first aid, CPR, and AED certified.
2. Passed criminal screening and child abuse background checks.
3. Must be at least 18 years of age with a High School Diploma or GED.

Behavior

God is very patient and kind with each and every one of us. In an effort to show God's love to those in the Preschool Ministry, employees, as well as volunteers, will lovingly redirect disruptive or aggressive behavior.

If the behavior persists, a child may be asked to leave the Preschool Ministry facility for a twenty-four (24) hour "reset period," where the child will not be permitted to return to the facility for a twenty-four (24) hour period of time.

Staff/Volunteer Information

Preschool Ministry Orientation Staff and Volunteers

Employed Staff Responsibilities

1. Be ready to welcome children 15 minutes prior to and after sessions.
2. Prepare and use teaching activities according to the literature provided by the church.
3. Ensure parent, grandparent, or guardian is greeted at the door warmly, and welcomed to the Preschool Ministry facility.
4. Provide a safe and loving environment for every child.
5. Ensure that each child in your care is checked into and out of the facility correctly.
6. Oversee the teaching and care given to the children in the facility.
7. Enforce babies through kindergarten procedures and policies.
8. Complete an incident report if a child is hurt while in your care. After completing, give to the Preschool Minister or his/her representative.
9. Disinfect toys, teaching materials, equipment and furniture after the last child is picked up.
10. Leave the room clean and prepared for the next session.
11. There must be two (2) adults in each Preschool Ministry room at ALL times.
12. You must be free of contagious illness; fingernails must be trimmed, be wearing a nametag and approved uniform.
13. A female adult will be present in each room at all times.
14. Absolutely **NO PHONES** are to be used while in a Classroom.
15. First Baptist Church will maintain a drug free and harassment free environment.
16. First Baptist Church has a "Three (3) Strikes and You're Out" policy pertaining to failure to adhere to the policies and procedures of the Preschool Ministry.

Volunteer Responsibilities

- *Follow babies through kindergarten policies and procedures.
- *All volunteers are required to submit and pass a background check.
- *Provide a safe and loving environment for every child.
- *Arrive in your assigned room 15 minutes prior to start of event.
- *Prepare and use teaching activities according to the literature provided by the church.
- *Oversee the teaching and care given to the children in the room in which you are assigned.

In the event the volunteer is not available to teach at his/her time, that person is responsible to notify the Preschool Minister.

Preschool Ministry Procedures

Check In/Out Procedures

- *During the child's visit to the Preschool Ministry facility, assure parents or guardians have checked their child into the computer system, **as well as** the classroom in which the child is assigned.
- *Check the child's **personal items** to ensure they are **clearly marked with their name**.
- *Preschoolers are to be picked up by an adult (at least 18 years of age) with the claim ticket provided. A child is **NOT** to be released to anyone without a claim ticket and/or under the age of 18.

Hand-Washing Procedures

Paid employees, as well as volunteers, are to wash their hands:

1. Before handling food.
2. Before treating wounds.
3. After each diaper change.
4. After wiping a nose.
5. After being exposed to bodily fluids of ANY KIND.

Toileting Procedures

1. Assist young preschoolers with toileting if needed.
2. Disinfect toilet area when needed.
3. Wash your hands **BEFORE** and **AFTER** assisting a child.
4. Instruct and/or assist preschoolers in proper hand washing after toileting.

Diapering Procedures

Check diapers at 30 minute intervals.

1. Prepare all diapering supplies (disposable gloves, wax paper liner, diaper, and wipes).
2. **PUT ON GLOVES.**
3. Place child on disinfected changing table covered with wax paper liner.
4. After changing child's diaper, disinfect the changing table area with products supplied by the Preschool Ministry.
5. **WASH YOUR HANDS.**

Toy and Surface Cleaning

All toys, tables, door knobs, and furniture are cleaned and disinfected after each session with products provided by the Preschool Ministry.

Floors are to be swept and garbage is to be taken to the Resource Room after the last child is picked up.

Emergency Procedures

1. The Emergency Evacuation Crib is designated in the “Bed Babies/Yellow Room,” as well as “Crawler/Pink Room.”
2. Teachers will follow the procedure below for each emergency:
 - a. **Fire** – follow the exit procedures posted in the Classroom.
 - b. **Fire Arms** – remain in the room, doors closed and locked, turn out lights, and get the children out of sight (in a corner or in the bathroom) making sure they are not visible from windows and doors.

Discipline / Guidance Procedures

The purpose of the discipline procedures is to partner with parents to develop self-disciplined children within a nurturing and secure environment as children become fully devoted followers of Christ. Teacher should remember to be prepared and arrive early with activities for children as they arrive to ensure a positive experience.

Teachers should avoid:

1. Leaving a child or children unattended.
2. Engaging in physical punishment with a child.
3. Using verbal abuse.

Teacher should

1. Redirect the attention of the child to stop the focus of the wrong choice being made.
2. Give the child one warning; hold both hands, make eye contact on the child's level, and explain why the child's choice is wrong. Allow the child to continue participating with a reminder to make right choices. Affirm right actions that follow.
3. Confront the child on his/her second offense **WITHOUT DELAY**. The teacher should again hold the child's hands, make eye contact on the child's level, and explain why the child's choice is wrong. The child then loses his/her privilege to that particular activity and must choose something different.

Important notes:

1. Teachers should view themselves as trainers and not punishers. Speaking low and confident with love (not anger) and the desire for learning to take place.
2. Every class has at least two (2) adults who should always take responsibility for discipline issues and ensure the safety of the classroom.
3. If the child cries or throws a tantrum, the teacher can remind the child of his/her choice. Allow space and time for the child to cry but **DO NOT** coddle. Ignore unwanted behavior and it will often stop. The child will probably re-engage in the planned activities. After sufficient time passes, invite the child to join the others. This shows love, forgiveness and acceptance by his/her teacher.
4. **If behavior escalates beyond the control of the adults in the room and/or other children are at risk**, notify the Preschool Minister or his/her representative. The parent will be notified **IMMEDIATELY**. The child should be removed from the classroom for a twenty-four (24) hour period. The teacher will complete an incident report and give it to the Preschool Minister. The Preschool Minister will then explain the situation and partner with the parents in discussing ways for guiding the child during class.

I, _____, have received the
Print Name

Preschool Ministry Handbook. I will familiarize myself with the
policies and procedures of First Baptist Church of Killeen.

Signature

Date