

**PRESCHOOL AND CHILDREN'S MINISTRY  
EMPLOYEE HANDBOOK  
POLICIES AND PROCEDURES**

First Baptist Church of Killeen

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## INTRODUCTION

What a dynamic opportunity you have to contribute to the future of the children at First Baptist Church Killeen! You do this every time you teach a young child to love and respect one another and to worship God. Without your constant dedication, this program would not exist. Your commitment to God, these children, and teaching are appreciated by many.

As a paid worker or volunteer, your position carries a great responsibility. You must be willing to accept these challenges:

1. FOLLOW ALL POLICIES AND PROCEDURES as outlined in this manual.
2. BE PREPARED. Have materials and lessons ready. Also, be physically, mentally, and spiritually ready for a day working with young children!  
*Think about the things that are good and worthy of praise. Philippians 4:8*
3. BE LOVING AND KIND. Love each child with a smile and a kind word.  
*Whoever receives one such child in My Name receives Me. Matthew 18:5.*
4. WHEN PROBLEMS ARISE, be willing to seek help to solve them. Do not let them fester and destroy the quality of teaching in your room or the quality of relationships of our staff.

This handbook is designed to give guidance to each of us in establishing uniformity within the preschool and children's ministry. It is not meant to be restrictive, but to give freedom within established limits. If you have specific questions or concerns about this handbook, please feel free to discuss them with the Preschool & Children's (P&C) Minister or Director.

## **PHILOSOPHY OF CHILDCARE**

As a worker, teacher, or volunteer in our program, you have a serious responsibility!

### **DEFINITIONS**

**Preschool Ministry:** Birth through completion of kindergarten.

**Children's Ministry:** First grade through the completion of 5th grade

**Workers:** Paid by the church to care for and minister to preschoolers and children by supporting church teachers and volunteers.

**Teachers:** Lead classes and bible lessons/curriculum for preschoolers and children.

**Volunteers:** Support the lead teachers in ministering and caring for the preschoolers and children.

### **SAFETY FIRST**

The parents are trusting you to ensure the safety of their preschoolers and children while they are at First Baptist Church. Always keep your eyes and ears open for safety hazards and potential accidents.

### **QUALITY CARE**

Always provide prompt and professional care for our preschoolers and children's spiritual, physical, emotional, and social needs. Be sensitive to needs according to the developmental levels of the children and provide opportunities for their mental growth. Respond to the children using positive guidance and redirection.

### **MINISTRY**

Take the opportunity to help lay a spiritual foundation in the lives of our preschoolers and children. Jesus's love is taught through your loving attitude. Be willing to teach biblical thoughts and activities. The members and guests of our church are watching you to see how you treat their child. They are very likely to return or never come back based on the total care you provide.

This is a major responsibility. Thank you for taking it seriously!

## **PRESCHOOL MINISTRY**

Two adults (age 18 years and older) will monitor preschoolers in their care at all times.

### **UPON ARRIVAL OF PRESCHOOLERS**

Always make sure each child feels welcome. Greet every child and parent with a smile and a sweet spirit. Make a special effort to briefly speak to those whom you do not know well. Your child (if in attendance) should already be settled in their room and your supplies gathered no later than 15 minutes before the start of the session.

### **UPON DEPARTURE OF PRESCHOOLERS**

**Be positive and encouraging!** Even if the day has been frantic, please do not relay this to parents as the wrong impression may be given. When returning a child to the parents, a pleasant comment about each child is always appreciated. The child's diaper should be dry. Hands and face should be clean. Think ahead to find a positive way to speak with a parent if a "challenge" existed during the day concerning his/her child. Be careful not to be critical of the child. Discussing a child's negative behavior with his/her parent should only be done with a parent **after you have sought permission from the P&C Minister or Director.** Never discuss a child's behavior with any other parents except that child's parent or legal guardian.

### **CHECK IN/OUT PROCEDURES**

- During the child's visit to the Preschool Ministry facility, assure that parents or guardians have checked their child(ren) into the computer system.
- Check the child's personal items to ensure they are clearly marked with their name.
- Preschoolers must be checked in by an adult (at least 18 years of age).
- Preschoolers are to be picked up by an adult (at least 18 years of age) with the ID sticker provided. A child will **NOT** be released to anyone without an ID sticker and/or under the age of 18.

### **POSITIVE GUIDANCE OF PRESCHOOLER**

Proper behavior will be taught through positive reinforcement and example. Children will be encouraged with love and affection. Children will be taught proper respect for teachers and peers. Children will be taught common courtesies such as "please", "thank you", "excuse me", "I'm sorry", etc.

### **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 and volunteers will lovingly redirect disruptive or aggressive behavior.

## **PREVENTATIVE DISCIPLINE**

The following suggestions may be helpful in preventing challenging situations:

1. Prepare your teaching materials thoroughly and prayerfully.
2. Prepare the room in an orderly fashion.
3. Secure ample supplies for all children.
4. Prepare a program with variety.
5. Have something for the children to do at all times.

When the amount of planning goes up, the discipline challenges go down!

## **DISRUPTIVE BEHAVIOR**

Be as preventative as possible by doing advance planning and preparation to ensure that children do not have opportunities to become bored. Keep them busy. When a child does disobey the teacher or is disrupting the class, the following steps of discipline are taken:

1. The child is talked to privately by the teacher, making sure the child understands the guidelines for proper classroom behavior, and is redirected to other activities.
2. If improper behavior persists, the child may be placed in "time-out". Time-out length will be age appropriate: one minute per year of age. When a parent picks up his/her child, privately let that parent know the child has been in time-out and for what reason(s), only if the child's behavior has been consistent.
3. Consult with the P&C Minister or Director should the behavior difficulty becomes habitual. Do not spank a child. This includes your own child while at work. Do not use sarcasm or ridicule and do not intentionally embarrass a child. These are grounds for dismissal.
4. A child should not be separated by themselves as a disciplinary action. A caregiver should remain with the child at all times. If the behavior is disruptive to the class, the P&C Minister or Director should be called to provide assistance and call the parents as appropriate.

## **HARMFUL BEHAVIOR**

If a child willfully harms another child or teacher (i.e., bites, scratches, pinches, hits, pulls hair, etc.), isolate the child, whether by placing him/her in a bed or time-out. Let the child know, in a loving manner, that what he/she has done is not acceptable behavior and biting hurts their friends. Comfort the one who has been hurt. If he/she has been bitten or scratched, wash the wound with soap and running water and provide first-aid as needed.. Notify the P&C Minister or Director and fill out an Accident/Behavioral Difficulty Form for both children involved and return to the P&C Minister or Director.

## **CLEANLINESS**

- Latex gloves must be worn when touching blood or body fluid, including toileting, diaper changes, mucous membranes, cuts, open sores, and for handling items and surfaces soiled with blood or body fluid spills.
- Latex gloves must be used when applying lotions and/or creams.
- Latex gloves must be changed after each contact.
- Hands and other skin surfaces should be washed immediately after gloves are removed.
- Careful handwashing after each contact is essential to prevent the spread of infection.
- All wounds must be covered whether they belong to children or teachers.

## **DIAPERING/TOILETING**

All employees (except males per church Policies and Procedures) are responsible for taking care of each child's physical needs promptly.

### **DIAPERING**

- Check each child every hour to see if a diaper change is needed.
- Place clean wax paper sheet under the child's bottom before changing the diaper.
- Wear latex gloves. Put on a fresh pair after each diaper change.
- Place each soiled diaper in a plastic bag and close the bag tightly (for sanitation and odor control).
- Check each child just prior to pick up time to see if a change is needed, so that each child will be returned to the parent dry and happy.

### **TOILETING**

- When assisting a child with toileting, wear latex gloves and make certain the bathroom door is slightly open.
- When assisting older children, take groups of "boys only" and "girls only".
- Encourage children to wash their hands after toileting.

## **CHILDREN'S MINISTRY**

### **UPON ARRIVAL OF CHILDREN**

Always make sure each child feels welcome. Greet every child and parent with a smile and a sweet spirit. Make a special effort to briefly speak to those whom you do not know well. Two teachers should always be in the room, especially at drop off. Your child (if in attendance) should already be settled in their room and your supplies gathered.

### **UPON DEPARTURE OF CHILDREN**

Be positive and encouraging! Even if the day has been frantic, please do not relay this to parents as the wrong impression may be given. When returning a child to the parents, a pleasant comment about each child is always appreciated. Hands and face should be clean. Think ahead to find a positive way to speak with a parent if a "challenge" existed during the day concerning his/her child. Be careful not to be critical of the child. Discussing a child's negative behavior with his/her parent should only be done with a parent after you have sought permission from the P&C Minister or Director. Never discuss a child's behavior with any other parents except that child's parent or legal guardian.

### **CHECK IN/OUT PROCEDURES**

- A child must be checked in to the Children's Ministry Facility by a parent or guardian (at least 14 years or older).
- A confirmed phone number of a parent or legal guardian must be on file for all children at time of check in.
- The P&C Minister or Director may dictate a child's check in without a legal guardian on a case-by-case exception.
- In the case of an unaccompanied minor, the P&C Minister or Director will coordinate with the safety team, a minister, or a volunteer to ensure the child has a "custodian" during their visit to the ministry.
- Children are to be picked up by a responsible party (at least 14 years of age) with the ID sticker provided.

### **POSITIVE GUIDANCE OF CHILDREN**

Proper behavior will be taught through positive reinforcement and example. Children will be encouraged with love and affection. Children will be taught proper respect for teachers and peers. Children will be taught common courtesies such as "please", "thank you", "excuse me", "I'm sorry", etc.

### **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 Children's Ministry, employees and volunteers, will lovingly redirect disruptive or aggressive behavior.



## **PREVENTATIVE DISCIPLINE**

The following suggestions may be helpful in preventing challenging situations:

1. Prepare your teaching materials thoroughly and prayerfully.
2. Prepare the room in an orderly fashion.
3. Secure ample supplies for all children.
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When the amount of planning goes up, the discipline challenges go down!

## **DISRUPTIVE BEHAVIOR**

Be as preventative as possible by doing advance planning and preparation to ensure that children do not have opportunities to become bored. Keep them busy. If a child does disobey the teacher or is disrupting the class, the following steps of discipline are taken:

1. The child is talked to privately by the teacher, making sure the child understands the guidelines for proper classroom behavior.
2. If improper behavior persists, the child may be separated within the classroom and continue to participate away from other children. When a parent picks up his/her child, privately let that parent know the child has been in time-out and for what reason(s) if the behavior has been persistent.
3. Consult with the P&C Minister or Director if the behavior difficulty becomes habitual. Do not spank a child. This includes your own child while at work. Do not use sarcasm or ridicule or intentionally embarrass a child. These are grounds for dismissal.
4. A child should not be separated by themselves as a disciplinary action. A caregiver should remain with the child at all times. If the behavior is disruptive to the class, the P& C Minister or Director should be called to provide assistance and call the parents as appropriate.

## **HARMFUL BEHAVIOR**

If a child willfully harms another child or teacher (i.e., bites, scratches, pinches, hits, pulls hair, etc.) isolate the child by placing him/her time-out. Let the child know, in a loving manner, that what he/she has done is not acceptable behavior. Comfort the one who has been hurt. If he/she has been bitten or scratched, wash wound with soap and running water and provide first-aid as needed. Notify the P&C Minister or Director and fill out an Accident/Behavioral Difficulty Form for both children involved and return to the P&C Minister or Director.

## **CLEANLINESS**

- Latex gloves must be worn when touching blood or body fluid, mucous membranes, cuts, open sores, and for handling items and surfaces soiled with blood or body fluid spills.
- Latex gloves must be used when applying lotions and/or creams.
- Latex gloves must be changed after each contact.
- Hands and other skin surfaces should be washed immediately after gloves are removed.
- Careful handwashing after each contact is essential to prevent the spread of infection.
- All wounds must be covered whether they belong to children or teachers.

## **RESTROOM PROCEDURES**

- Children will be given adequate time to use the restroom as needed.
- When possible, take children to the restroom in groups while monitoring outside the restroom.
- A child can use the restroom by themselves if they use the restrooms in the secure ministry area and after the doors have been locked. One of the teachers/volunteers should monitor the hallway and ensure the child makes it to the restroom and is observed by the front desk worker.
- No adult should enter the restroom with a child by themselves.
- No adult should enter a restroom of the opposite gender.

## **ON AND OFF CAMPUS SUPERVISION**

### **On Campus:**

- 1) Children will be supervised by a minimum of one adult (21 years and older) and one volunteer (16 years and older).
- 2) No child will be left in presence of only one care giver.

### **Off Campus**

- 1) A minimum of two adults (21 years and older) will attend any off campus event.
- 2) A standard of one adult to every seven children will be followed.

## **WORKER, TEACHER, VOLUNTEER POLICY**

### **BACKGROUND CHECKS**

All workers, teachers, and volunteers must submit to a background check from a nationally accredited agency.

### **ATTENDANCE**

Consistency is very important to preschool children. Part of their security is knowing that "their" teacher will be there when they arrive. Understandably, you may be out from time to time during the year. It is your responsibility to notify the P&C Minister or Director as soon as possible when you will be absent and to find a replacement. Because this is a part-time job, there is no paid sick leave or paid vacation.

- Employees are asked to arrive no later than 30 minutes prior to the start of their childcare shift.
- Volunteers are asked to arrive no later than 15 minutes prior to the start of their childcare shift.

### **ILLNESS**

Please do not come to work when you are sick. Please follow the same policy that we ask our parents to follow. A child/teacher should not attend church/work when any of the following symptoms exist:

- 1) Auxiliary (underarm) temperature of 100 or greater.
- 2) Must be fever free for 24 hours.
- 3) Nausea, vomiting, diarrhea and/or gastrointestinal illnesses.
- 4) Sore throat, tonsillitis, strep throat.
- 5) Unexplained rash.
- 6) Croup and/or persistent cough
- 7) Common cold-from onset through one week (total of 8 days) runny nose due to infection, flu.
- 8) Conjunctivitis (pink eye) and other eye infection until treated for 48 hours
- 9) Head lice, until treated and all nits are removed.

### **DRESS CODE**

Always wear neat, clean, comfortable, and not-too-tight clothing that is appropriate for working with children in a Christian atmosphere. Pants, shirts, jeans, and walking shorts are acceptable. Abbreviated wear (crop tops, short shorts, running shorts), spandex and "body hugging" cotton

knit are not appropriate. Please make sure your top is NOT low cut. When in doubt, do not wear the clothing!

### **PHOTO PERMISSION**

We are not allowed to take pictures of the children. Please DO NOT take pictures of the children and DO NOT post children's pictures on any social media pages without the parent's permission.

### **PHONE USE**

Cell phones should not be out unless it is an emergency. Remember we do not have permission to take photos of the children so please do not do that. Please encourage family to call or text only if an emergency exists.

### **STAFF COMMUNICATION**

Positive communication among and between teachers and the P&C Minister or Director is a vital part of having a successful program. Please follow these guidelines to keep the communication flowing in a positive direction.

1. If you experience a conflict with another teacher, speak privately with that teacher or with the P&C Minister or Director. Keep such discussions confidential. Resist the temptation to discuss the issue with others.
2. If you have a suggestion or experience a conflict with the P&C Minister or Director, speak privately with him/her. If you are not satisfied with the outcome, inform the P&C Minister or Director that you plan to speak with the Human Resource Assistant Administrator or the Associate Pastor concerning the issue. Keep such discussions confidential. Resist the temptation to discuss the issue with others.

When conflict is handled properly, without gossip and breach of confidence, usually a positive outcome results. It is important to seek God's guidance and help concerning your own attitude and action, as well as for the person with whom you have conflict. A humble attitude is the order of the day!

### **FOOD POLICY**

The First Baptist Preschool and Children Ministries areas are PEANUT FREE! No child or adult should bring any peanut based product into the secure area.

- Unless medically required, preschoolers and children should not bring their own food or snacks into the facility. Snacks and water are provided by the church.
- A cup or drink is allowed. Please use a cup or drink container with a secure lid.
- The volunteer/worker is allowed to set aside any home-brought food or drinks.
- If food or drinks are brought for the class or on behalf of the child (e.g. birthdays, parties, etc.), enough should be provided for the entire class.

## **SAFETY**

Whenever the Preschool and Children's Ministry Facility is used, the P&C Minister or Director, or his/her acting representative, will be present.

Safety of the children is your responsibility.

- Never leave children unattended. This includes, but is not limited to, in the classroom, hallway, bathroom, or on the playground.
- The use of the playground will be scheduled and regulated by the P&C Minister or Director or his/her acting representative.
- There must always be 2 (two) or more adults outside with children at all times. Focus on the children while on the playground and watch for potentially unsafe situations. Contact the P&C Minister or Director for the playground phone access code.
- First aid supplies are located in the Resource Room. Every classroom has a first aid kit in the cabinet.
- Document any accidents on the Accident Form and give completed form to the P&C Minister or Director.
- Familiarize yourself with emergency procedures. A fire escape route is posted in each classroom.
- Report any safety hazard or unsanitary conditions in the preschool area to the P&C Minister or Director. This includes toys that are unsafe or beyond repair.
- A worker or volunteer will be at the front desk at all times during check in and check out, and any time the preschool/children's area is operational.
- The front desk worker may roam the halls as required only if preschool/children's area doors are secured.
- The doors will be secured after the check in and check out times.
- Children who are walking must be wearing shoes AT ALL TIMES while at the facility.
- Children should not bring toys into the facility. Notable exceptions are small comfort objects including small blankets. This exception is normally reserved for children two and younger or as medically necessary.
- Ensure each room, including the playground, has a provided walkie-talkie/radio to provide communication with the P&C Minister or Director.
- Two workers or volunteers will be in a room at all times. When possible, the P&C Ministry will follow the recommended ratios found in the Texas Minimum Standards for Child-Care Centers.

## **CUSTODY**

In the case of custody/safety issues regarding who or when an adult may pick up a preschooler or child, the parent(s) will provide the appropriate documentation to the P&C Minister or Director. The P&C Minister or Director will ensure safekeeping of the information, the appropriate need-to-know dissemination, and implement an appropriate safety plan while practicing discretion and Christ's love to the family.

**For clarity, the parent/guardian with the ID sticker is the only person allowed to pick up the preschooler or child.**

## **EMERGENCY PROCEDURES**

Familiarize yourself with all emergency procedures.

### **FIRE:**

1. For fire drills and an actual fire, follow the fire escape plan posted in your classroom.
2. Check attendance using your room roster; take the roster with you.
3. Infant rooms will put children into an evacuation crib in room. The evacuation crib should remain by the door and be empty except for an emergency
4. Carefully lead your class to the far parking lot by Little Nolan Road, on the north side of church (past the playground, by church buses).
5. Have children sit on white parking space lines.
6. Check attendance using room roster.
7. The P&C Minister or Director will remain in building until all children are outside.

### **TORNADO:**

1. Check attendance using your room roster. Take roster with you.
2. Children should be moved to an interior room. The West (children's) hallway moves into room 124 or the preschool lobby (135). The East (preschool) hallway moves into rooms 125 or 127.
3. Check attendance using roster.
4. Try to get children to assume a kneeling position with hands on their heads.
5. Bed babies can be in an employee's lap with their arms or a mattress over the baby's head.

## **VOLUNTEER RESPONSIBILITIES**

- All volunteers must submit to and pass a background check.
- Follow all church policies and procedures.
- Provide a safe and loving environment for every child.
- Arrive in your assigned room 15 minutes prior to the start of the 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.
- All volunteers have the same responsibilities as employees in the classroom with the exception of taking children to the bathroom and diaper duty for male volunteers and employees.

**In the event the teacher or volunteer is not available to teach at his/her time, that person is responsible to notify the Preschool and Children's Minister or Director.**

## **GENERAL PERSONNEL POLICIES**

### **SALARY**

It is a policy of First Baptist Church Killeen to not discuss salaries with co-workers. You will be paid twice a month on the fifteenth and the last day of the month (or the day before if a weekend or holiday). You will be paid through direct deposit to your bank.

### **WORKTIME/SIGN-IN PROCEDURE**

1. All teachers should be punctual and dependable in work attendance.
2. Sign in and out the actual time you arrive and leave.
3. Please sign in and out for yourself.
4. If you leave the premises for any amount of time, please see the P&C Minister or Director first.
5. A sample timecard is in the front of the timecard book.
6. This is a part-time job, there is no paid sick leave or paid vacation.

### **PERSONNEL FILE**

A personnel file will be kept on each preschool and children's employee in the Human Resource office.

### **REASONS FOR DISMISSAL**

The state of Texas is an *At-Will* state. However, some reasons for dismissal may include, but are not limited to:

1. Allowing a child to be in an unsafe situation (i.e., leaving a child unattended, etc.)
2. Failure to call in when you will be absent from or late to work.
3. Lack of personal hygiene.
4. Continual tardiness.
5. Poor attitude or insubordination.
6. Failure to share workload.
7. Conduct unbecoming of good moral character, including immoral and unlawful acts
8. Violations of First Baptist Church Killeen's Policy and Procedures.
9. Improper phone use during work hours.



## **EVALUATIONS**

The P&C Minister or Director will observe, on an ongoing basis, what is taking place in each classroom. The P&C Minister or Director will speak privately to a teacher concerning any problems that may exist. In most cases, the teacher will be given an opportunity to correct the situation. You will receive an evaluation once a year from the P&C Minister or Director that will be kept in your personnel file.

## **FIRST AID & CPR**

Employees will be trained in First Aid and CPR. The expense for this training will be paid for by the church. Classes will be given at First Baptist Church Killeen, and teachers will sign up to take the course.

## **BEFORE GOING HOME**

All teachers will participate in room clean up. Before going home, the following must be done:

1. Cribs are to be stripped of the used linens. Placed soiled linens in the hamper located in the resource room. Mattresses should be wiped with 2% bleach solution and placed upright in crib to ensure a baby is not left in a crib on accident.
2. If toys have been borrowed from other rooms, please return them. All toys in your room should be appropriate for that age level.
3. Toys that were "mouthed" should be cleaned with 2% bleach solution.
4. Return supplies to the Resource Room and put where they go. Do not leave supplies on the counter.
5. Clean all tables, countertops, and large toys and equipment with 2% bleach solution.
6. Floors and carpets need to be swept.
7. Stack chairs on the carpet.
8. Tie trash bags and place in the trash receptacles in the resource room. Line trashcans with a new bag.
9. Restrooms should also be cleaned. Make sure toilets are flushed, toilet seats and sinks are wiped down with 2% bleach solution, and trashcans are emptied.

NOTE: Please remember that many ministries use the same rooms for church activities: Sunday School, Choir, Mission Friends, Mother's Day Out, etc. Please be considerate of others using the room by always leaving the room neat and attractive.



**ACKNOWLEDGMENT OF TEACHER/VOLUNTEER**

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

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_