

THINGS TO KNOW — PRESCHOOL MINISTRY

Safety and Security

Security policies are in effect:

1. Guests check in at the Lemonade Stand.
2. Others check in at a computer near the Lemonade Stand.
3. Each child receives a name badge to wear. Place name badge on child's back (exception: put on front of babies brought into room in carriers).
4. Child's parent receives a security name badge numbered to match the child's name badge for parent to return when picking up child.
5. Parent walks child to room and signs child in on Sign In/Out sheet. Check hour(s) child will attend.
6. Write special instructions and time for bottle, nap, etc. on Sign In/Out sheet.
7. Enter parent's cell numbers on Sign In/Out sheet. Circle the preferred number to call in the event one parent is not available on a particular day. If using pager, mark out cell number and add pager number.
8. At pick up time, parent returns to the child's room and gives the matching number security badge to child's leader who will match it to the number on the child's name badge.
9. Parent signs child out on Sign In/Out sheet.
10. Children will not be released to other children. Parents must return the matching number security badge when returning to pick up child.

Thank you for helping us keep your child safe and secure!

Allergies, Medical Needs and Special Needs

First Time Guests: First time guests complete a Guest Information Card which includes a section for parents to enter child's allergies, medical needs, and/or special needs in order to help child's leaders care for the child. It is also important to enter this information on the Sign In/Out sheet at child's classroom door. Host team greeters are at the Lemonade Stand near the entrance to the Neighborhood preschool area to provide allergy stickers to place on guest (as needed) and to provide additional assistance to guest families.

Regular Attenders: In the event your child develops allergies, medical needs, and/or special needs, enter new information on Sign In/Out sheet at the door to your child's room. You may also want to discuss with a leader in your child's class in order to help leaders meet your child's needs.

Guests and Regular Attenders: It may be beneficial to discuss certain medical, special needs, and dietary conditions in advance of child's first visit or as you become aware of needs. Contact the Preschool Ministry Office, 706.922.7042, to discuss or to schedule an appointment with the Minister to Preschoolers.

Preparing Baby Bottles

It is important for parents to prepare baby bottles as follows:

- Pour liquid formula in bottle OR measure & mix dry formula and water in bottle.
- Place bottle in an insulated pouch for temperature control.
- Use plastic bottles, not glass, to prevent breakage.
- Label bottles with child's first and last name.

Bottle preparation by parents insures that babies are fed the right amount of formula. Labeling insures that each child is given his/her own bottle.

Baby Food and Other Food

It is important for parents to feed baby food and other food to children before bringing them to the preschool area. Our number of caregivers is limited making it difficult to spoon feed children one-on-one. When one or more children eat food brought from home, other children become hungry and want to eat too. Therefore, we limit feeding to bottles and church-provided snacks chosen with food allergies in mind. If child has allergy to foods or other allergy, stop at the labeling station to get an allergy sticker to place on child's back. Leaders vary from week to week, so it is helpful to use an allergy sticker each time the child comes to church.

Nursing Moms

Two nursing rooms are available for the convenience of nursing moms. Both rooms are equipped with a TV for viewing the Sunday morning worship service in session.

Room DG08—Located in the preschool area near baby rooms and red buggy parking area. Available for use Sunday mornings and Wednesday evenings. **Conference Room**—Located beside Main Church Office between Simmons Hall and the Worship Center. Conference Room is also used for decision counseling at the end of worship services. For that reason, nursing moms are asked to vacate the conference room by 10:15 a.m. and 11:45 a.m. respectively. The Conference Room is only available on Sunday mornings.

Warren's Wellness Policy

We ask parents not to bring children to the preschool area when any of the following conditions exist:

- Fever: must be fever-free for 24 hours
- Vomiting or diarrhea; must symptom free for 24 hours
- Common cold
- Sore throat
- Croup
- Cloudy or green runny nose
- Persistent cough
- Head ache or body aches
- Chills
- Fatigue
- Any unexplained rash
- Pinkeye or other eye infections – must be on medication for 24 hours
- Any symptoms of childhood diseases, such as scarlet fever, German measles, mumps, chicken pox, cough, strep throat, flu, etc.
- Any infectious disease

When in doubt, please apply the “Golden Rule”. Adherence to this policy is important to protect the health of all children in our environments.

Labeling Children's Items

It is important for parents to label children's items:

- diaper bag
- bottle/cup
- pacifier
- sweater or jacket
- baby carriers brought into child's room.

For parents' convenience, a labeling station is located inside the glass door entrance into the preschool area. Be sure to label items with child's first and last name.

Meals for Special Events

During special events such as banquets, leader meetings, etc. when parents eat a meal at the church event, a meal or snack supper is also provided for children in childcare in the preschool area. Baby food provided by parents is also fed on these special occasions.