

New Hope Baptist Church

Preschool Guidelines

Children
are
A
♥ gift
FROM THE
Lord;
THEY are
A
reward
from Him.
PSALMS 127:3

Mission Statement

The Preschool Ministry exists to provide a secure, nurturing environment for preschoolers where biblical truths are taught as a foundation for salvation and Christian living.

Our Activity-Based Teaching Approach

Preschoolers are children from birth through Kindergarten. They can be described in one word: ACTIVE! They are constantly exploring their environment and actively learning. Because preschoolers are always learning, we are always teaching. Preschoolers need to be challenged with activities for which they are ready and which help them grow as Jesus grew – in body, mind, and spirit.

Deuteronomy 6:5-7 instructs adults to teach children as they go about the everyday, familiar activities of life. This biblical principle is implemented at church as we utilize all or some of the following Bible teaching activities for all age levels of preschoolers: Books, Puzzles, Art, Blocks, Home living, Dramatic Play, Nature, and Music. Each activity is planned to help children learn a Bible truth. *The active involvement of Christian teachers is essential; otherwise the children's play has no spiritual purpose.* The teacher uses Bible phrases, verses, stories, pictures, songs, and Bible conversation at appropriate times so children can relate the Bible truth to what they are doing. In this way preschoolers learn that the Bible has meaning for daily living.

Curriculum

Our Preschool Division uses Life Way, which is a Southern Baptist based literature for the growth and development of preschoolers from birth through Kindergarten.

Curriculum for each preschool class is activity based and maintains a consistent teaching philosophy for all our church's preschool programs.

General Policies

- Preschool facilities will open for receiving children 15 minutes prior to regular church services.
- Preschool would only be provided for special services if stated prior to the event.
- Parents are to check kids in at the kid check center and place the child's

sticker on the child's back.

- Preschoolers must be brought to their departments by a parent or adult guardian, and will only be released to the parent or adult guardian who has the parent sticker on.
- A parent should come for his/her child immediately following the service or function. This prevents children becoming upset when they have to wait too long.
- To avoid congestion in the Preschool Area, it is recommended that only one parent deliver and pick up the child from his/her room when possible.
- For the safety of our preschoolers and to provide the best teaching environment, only preschoolers and approved teaching personnel are permitted in preschool rooms.
- Under no circumstances are children to be left in the Preschool Area unattended at any time.
- Supplies and/or equipment may not be added or removed from preschool rooms without consultation with the Preschool Division Director.
- *For the safety of our preschoolers and the liability protection of our adults, at least 2 teachers should be in the room with preschoolers during any given session. (The Two Adult Rule is a recommended safeguard from church insurance companies.)*
- Additional helpers maybe used in extended care. There must be at least one person over the age of 21 in all rooms. (This is recommended by the church Insurance)
- Preschool Director must approve all non-scheduled additional helpers used in extended care each week.

Playground Policies

- The playground is located on the far end of the church
- A sign must be placed on the door indicating where you are taking the kids when you leave the class room.
- Adult supervision is required for children using the playground at any time.

(The “Two Adult Rule” and 21 and over rule applies for use during church activities.)

- No rough play or misuse of equipment will be permitted.
- The playground may be used only during daylight hours.

Health Policies

For the protection of all children and adults at church, parents are requested not to bring a child who appears to be ill.

- *The Committee on Control of Infectious Diseases of the American Academy of Pediatrics recommends a child should not be taken from home when any of the following exists:*
 - Fever – currently or within the previous 24 hours (without medication)
 - Vomiting or diarrhea
- Any symptom of a childhood disease such as scarlet fever, German measles, mumps, chicken pox, or whooping cough
 - Common cold – from the onset through one week
 - Sore throat
 - Croup
 - Any unexplained rash
 - Any skin infection – boils, ringworm, impetigo
 - Pink eye or other eye infection
- A parent will be notified if a child develops illness during preschool activities. The child will be separated from other children and the parent/guardian called to remove the sick child.
- No oral medication will be given to a preschool child except by a parent or guardian. (All medication should remain in the parent’s possession.)

- If a child contracts a childhood disease following a session in a preschool department, parents should notify the Preschool leadership so that other parents and teachers may be informed.
- Parents should report any allergies and special needs to the preschool leadership.
- If your child has an ongoing medical need please contact the Preschool Director to obtain a medical instruction form. All instructions will be ran through the Preschool director.

Hygiene Policies

Maintaining a germ-free environment is a top priority. Because hands are the main carriers of germs, we enforce a strict hand washing policy for all caregivers.

Teachers or Caregivers should wash hands:

- Upon arrival into the preschool room or before beginning a teaching assignment outside the room.
- Before preparing, serving, or eating food.
- Before and after feeding infants or children.
- After using or helping a child use the toilet.
- After every diaper change.
- After removal of disposable gloves.
- After contact with body fluids (such as spit up, nasal discharge, tears, saliva, urine, stool, blood or vomitus).
- After handling soiled items

*According to the Center for Disease Control, the proper method to wash hands is to wet them, rub soap into lather and rub hands together for 15 seconds. Rinse. The faucet should be turned off with a paper towel after drying your hands.

Diaper Changing Procedure*

- Gather all necessary items.
- Lay child on a strip of changing paper (wax paper).
- Put on a new pair of disposable gloves for every diaper change.
- Remove wet/soiled diaper and use wipes or damp paper towels to clean child. (Use only wipes provided by parent or wipes labeled hypoallergenic.)

- Place wipes and diaper in plastic bag or lined trash receptacle with lid.
- Remove gloves by pulling the glove inside out from the wrist so that all residue remains inside the glove.
- Put on clean diaper.
- Wash hands with soap and water after each diaper change.
- For Babies/Ones, record the changing time and indicate “BM” or “WET”.

CHECK CHILDREN NEAR THE END OF THE SESSION. Send them home dry!

*NOTE: The same procedure applies to children who are wearing “Pull-Ups”.

Body Fluids Spill Procedure

- Control bleeding by applying pressure with a clean towel or clothes and care for the injured appropriately depending on the severity of the situation.
- First Aid supplies are located in rooms.
- In order to protect everyone, disposable gloves are to be worn when handling any accident involving blood or body fluids. This includes:
 - Wiping a runny nose Cleaning a cut or scrape Checking a diaper Assisting a child with toileting needs Any time there is a risk of touching blood, vomitus, mucus, urine, or stool
 - If emergency prevents the use of gloves, immediately clean the exposed skin with and water to reduce the possibility of infection.
- Any teacher with an open wound or lesion will keep it covered until the area has healed.
- Clean any affected surfaces with disinfectant. (Bleach Solution: 1/4 cup bleach to 1 gallon cool water OR 1 tablespoon bleach to 1 quart cool water.)
- Wash hands, even after wearing gloves.

Room Cleaning Procedure

The primary sanitizer used is a bleach solution. The Center For Disease Control recommends:

For bathrooms, diapering areas, etc.: 1/4 cup bleach to 1-gallon cool water OR 1-tablespoon bleach to 1-quart cool water For disinfecting toys, eating utensils, etc. 1-tablespoon bleach to 1-gallon cool water OR 1-tsp bleach to 1-quart cool water

- In rooms with cribs, beds must be stripped of used linens and other items as the children leave.
- Linens, smocks, bibs, burping diapers, blankets, etc. should be laundered after each use.
- Each bed (including mattresses, rails, and any items attached to the beds such as mobiles, mirrors, etc.) should be wiped thoroughly with bleach solution and left to air dry.
- All equipment such as infant swings, walkers should be washed and sanitized after children leave.
- Mats and vinyl-covered climbing equipment for babies/toddlers should be washed and sanitized after each session.
- Diaper changing surfaces must be sanitized at the end of each session.
- All toys used by infants or toddlers must be sanitized between uses by individual children (see Washing and Disinfecting Toys).
- Furniture used by older preschoolers should be cleaned weekly or when soiled.
- Tables and countertops used for food preparation and eating must be sanitized before and after using.
- Toys and equipment used by older preschoolers and not put into their mouths should be cleaned at least weekly and when obviously soiled. A soap and water wash followed by clear water rinsing and air drying should be adequate. No disinfecting is required. (This includes toy dishes, dolls, transportation toys, etc.)

Washing and Disinfecting Toys

Toys mouthed by a child must be sanitized before another child plays with that

toy. When a baby or toddler finishes playing with a toy, teachers should retrieve it from the play area and put it in a bin reserved for dirty toys. (This bin should be out of children's reach.) Toys can be washed at a convenient time and then transferred to a bin for clean toys and safely reused.

- To wash and disinfect a hard plastic toy: Scrub the toy in warm, soapy water. Use a brush to reach into the crevices. Rinse the toy in clean water. Immerse the toy in a mild bleach solution and allow it to soak for 10-20 minutes. Remove the toy from the bleach solution and rinse in cool water. Air dry.
- Children in diapers should have only washable toys.
- Stuffed toys and those not easily washed and sanitized should not be used for any session.
- Toys too large to immerse in water must be washed and sanitized by wiping.
- Toys used outside, on the playground, or inside with sand must be washed before they are returned to the Resource Room.

End of Session Clean Up

- Put away all items, art equipment, and supplies to their designated places.
- Make sure all puzzles and items having more than one piece are complete before putting them away.
- Clean, disinfect, and air dry the tables, chairs, toys, cabinets, sink, etc. (Refer to Room/Toy Cleaning procedures.)
- Sweep or vacuum any debris.
- Furniture and equipment should be arranged according to Sunday school placement. Any furniture that was moved should be returned to its designated area at the conclusion of each program.

Safety

We believe a few simple procedures are a small price to pay for the safety and security of preschoolers and for the peace of mind of teachers and parents.

- All preschool rooms should have at least 2 teachers present for any given session. (The *Two Adult Rule* reduces the risk of child sexual abuse, and also reduces the risk of false accusations of molestation. According to *Church Law Today*, the legal ramifications are that two related individuals
- are considered as one person, therefore requiring a third, unrelated person in the room.)
- Additional helpers maybe used in extended care. There must be at least one person over the age of 21 in all rooms. (This is recommended by the church Insurance)
- Preschool Director must approve all non-scheduled additional helpers used in extended care each week.
- Because preschool equipment and room furnishings are developmentally specific and age specific, only preschoolers may use preschool rooms.
- Entry into preschool rooms is limited to preschoolers and their teachers during teaching sessions.
- Most department door has a window for teachers to see who is at the door and parents to see inside the room. (However, “peeking” in the window should be done sparingly! Onlookers unnecessarily upset young children and distract teachers from their tasks.)
- Names of preschoolers with food allergies will be posted in plain view.
- Foods served for tasting activities will be posted to notify parents.
- Bottles are to be warmed in a slow cooker if needed. The kitchen
- Microwave is NEVER to be used to warm bottles or food that is given to preschoolers.
- Bottles, sipper cups and pacifiers MUST be labeled with the child’s name
- Emergency evacuation routes are posted in each preschool room. Other emergency procedures will be made available to teachers.
 - In case of Fire or other disaster, teachers in each room will take preschoolers to the _____
 - In case of Tornado or weather emergency, teachers in each room will take preschoolers to the _____ .
- First Aid Kits are located in each room.

Parent Responsibilities

Parents are a child’s first and most important teachers. Teachers at church count it a privilege to partner with parents in laying foundations for faith in young lives.

Parents can help teachers by observing the following guidelines:

- Become familiar with the Preschool Policies and Procedures. These policies have been adopted by our church family and are enforced for the well being of every child in our care.
- Remember that each policy and guideline is based on the desire to

provide a safe, secure learning environment for your child. If you do not understand the reason for a policy or guideline, please ask the Preschool Director, or preschool teacher to discuss it with you. **Before Coming to Church**

- Remember to *label all items* (i.e. diaper bags, pacifiers, bottles, cups, toddler snacks, infant seats, clothing) with your child's name.
- Preschoolers who are being toilet trained need to bring extra changes of clothing in a labeled bag. Clothes should be easy to take off and put on.
- Leave personal toys at home. They make sharing too difficult and may not be appropriate for use in teaching. (An infant's "security toy or blanket" would be an exception.)
- Bring your child regularly to church. He will feel more secure and eager to enter his room when church becomes his established routine.
- Talk to your child *positively* about going to church. Use names of your child's teachers and friends in his room when talking about happy times at church.

Picking up Your Child

- When returning for your child, *knock at the door* and wait for the teacher to answer. (Waiting outside the door prevents other children from becoming anxious while awaiting their parents' arrival).
- Your child will only be released to the parent/guardian who presents the Security Card/Pager. (Your child will not be released to a sibling or another child.)
- Explain to grandparents, other adult relatives and friends that your child will not be released to them unless they present your child's Security Card/Pager.

Guidelines for Discipline

- Give encouragement freely. It is inspiring. Use criticism sparingly. It is self-defeating.
- Set reasonable limits (consider the child's age and needs).
- Be consistent.
- Accept a child's feelings that he cannot control; but stop his disruptive or destructive behavior.
- Correct a child's behavior with love and respect. (If you were in his place,

how would you want to be corrected?)

- Avoid embarrassing a child.
- Avoid threats.
- Notice and acknowledge a child's appropriate behavior. (Spend most of your time this way, and you will not need to take much time correcting misbehavior.)
- Do not force preschoolers to give up toys as a means of teaching sharing. Sharing is *voluntarily* giving something up to another. Require "taking turns" instead.
- Provide interesting and challenging things to do and reduce the possibility of behavioral problems.
- Give bountiful emotional support to the child who misbehaves. Misbehavior is often a plea for help.
- Let the child learn from the natural or logical consequences of his actions. (If he misuses the blocks, he may not play with the blocks for a while.)
- Help each child feel good about themselves. A healthy self-concept is the right of every child made in God's image.

Biting

- Comfort and treat the injured child.
 - Wash the bite mark with warm water. Look for broken skin. If the skin is broken, page the child's parents, and let them decide if they need to consult their family doctor. If there's a red mark and the child will tolerate it, hold a small cold compress on the spot while reading a book to or rocking the child. Don't overreact. As soon as the child is comforted, give her a hug and encourage her to get a toy and play.
- Talk to the biter
 - Have another volunteer take the biter aside, get at eye-level, and talk quietly. Set the biter in a child-sized "time out" chair or other acceptable "isolation spot" for a very short time.
- Write two incident reports.
 - One is for the parents of the injured child, and it details what was done to treat and comfort the child. It doesn't name the biter. The other one is for the parents of the biter, and it states the

circumstances of the biting incident and what was done as discipline. It does name the child who was bitten. This allows that parent to approach the injured child's parent. Give a copy of the incident report to nursery leadership so they'll know who was involved.

- If the same child bites again, repeat the procedure with two additional steps:
 - Have the Preschool Director talk with the parents and ask for their cooperation in changing the behavior.
 - Communicate with the teachers and workers. Have volunteers watch this child carefully to intercept a biting attempt. The child may bite again, and the procedure remains the same. Time-out can be lengthened, and leadership must continue to work with the parents.
 - If the biting does not end the Preschool Director and Leader of Family Ministries will meet to decide next steps.

Volunteer Teachers

Volunteers provide the teaching staff for regular church programs and organizations. To be considered for a volunteer teacher position, an individual should:

- Be a member for at least 6 months.
- Maintain active membership.
- Be willing to follow all policies and procedures of the Preschool Ministry.

Extended Teaching Care (ETC)

Extended Teaching Care (ETC) is a continuation of Bible learning activities and care for preschoolers (birth through 5 yrs.) during the worship service. This important ministry relies on the participation of parents, preschool teachers, and volunteers from our church family.

- All ETC teachers receive a schedule informing them of their Sunday to teach.
- Teaching-helpers and reminders are mailed/handed out the week before the assigned teaching date.
- ETC teachers should follow Preschool Policies and Procedures.
- Babies may only have snacks provided by parents in diaper bags. (Giving any other snack requires parental permission.)