



General Children's Ministry Policies

Judson Baptist Church
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Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these." When he had placed his hands on them, he went on from there.
-Matthew 19:14-15

**CHILDREN'S MINISTRY: ANY CHILD FROM
BIRTH THROUGH FOURTH GRADE**

Preschool: Birth – Pre-Kindergarten

Elementary: Kindergarten – 4th grade

CHILDREN'S MINISTRY GOALS

1. To provide a safe, happy, Christian learning environment for children when they are at church
2. To meet the emotional, mental, physical, social, and spiritual needs of each child
3. To enlist the cooperation of the entire church to better meet the needs of our children
4. To encourage active participation by parents in worship, Bible study, visitation, and fellowship
5. To minister, the best we are able, to children and their families

GENERAL POLICIES

1. Upon check-in at the Preschool Welcome desk, a security label will be attached to the child and the matching label given to the responsible adult. Children will be released back to the responsible adult, only upon presentation of the matching label.
2. All children in our Children's Ministry (birth – 4th grade) must be checked in at a kiosk before being taken to their classrooms or Soul Summit. Once checked in, any child who attends Soul Summit at 9:00 AM will be escorted to their LIFE Group classroom at 10:20 AM.
3. Visitor security cards are available for any family who visits Judson and has a child attending our Preschool Ministry. To obtain a visitor security card, see a coordinator at the Preschool Welcome Desk. Parents will be asked to leave their cell phone numbers as a means to communicate, if needed.
4. All classroom doors have windows for safety. The doors are fire doors and must be kept closed at all times.
5. Our classrooms, hallways and keypad doors are outfitted with security cameras. The cameras are monitored and recorded for the safety of both our children and our workers.
6. If a child exhibits persistent biting behavior, he/she will be separated (in the room) from the other children. One teacher will be assigned to the biter for the remaining class time. In biting situations, parents of both the biter and the child bitten will be informed. A Biting Report will be completed and filed in the church office.
7. In the event that a child is injured in any way, an Accident Report will be completed and filed in the church office.
8. At least two teachers are required in all rooms, at all times, for safety and to provide good instruction.
9. When a child is disruptive and every positive tactic has been tried, the following guidelines will be used:

Verbal Warning

Isolation

Contact Coordinator/Pastor Jack

Contact Parents

POLICIES FOR PARENTS

1. Any items brought to church with a child should be labeled with the child's name; for example, diaper bags, bottles, pacifiers, outer clothing, security items, etc. Each child should arrive with disposable diapers, training pants, unbreakable bottles and a change of clothes.
2. A child is not to be left in a room unless there are two teachers ready to receive the child. **A parent is asked to stay until 2 teachers are in place.**
3. Children are to be picked up immediately at the close of any church activity. It is upsetting for a child to be left after others have been picked up, and it delays teachers from picking up their own children. On Sunday mornings, all children should be picked up by 11:50 AM.
4. When picking up your child at dismissal, please be courteous and knock gently. A teacher will come to the door and assist you. It can be upsetting, especially to our preschoolers, to have parents coming and going inside the classroom.
5. Infants and Crawlers will be fed milk, baby food, or baby snacks brought by the parents according to parent's instructions. All other Preschool classes will be given Goldfish or Fruit Loops as a snack. Our Kindergarten – 4th grade classes will occasionally be given snacks. If a snack other than pretzels or Goldfish is planned, the teacher will attempt to notify parents (via email or by posting a sign at our kiosks). Please make sure you have notified our team and communicated to your child's teacher any allergy or medical conditions concerning your child. If we have current allergy information on your child, it will be listed on your child's security tag.
6. Prepare your child for a happy time at church during the week. When you arrive, wish your child a happy time, say you will return later, and promptly leave. A crying child feels more insecure if a parent stays and seems overly concerned. Give the teacher a chance to calm the child. You will be notified if your child cannot be soothed or calmed.
7. The church reserves the right to exclude any child for persistent aggressive behavior or situation where the child may pose a threat to the health or safety of other children.
8. A child who is exhibiting symptoms of illness such as fever, diarrhea, open skin lesions (chicken pox), acute respiratory symptoms, matted eyes or vomiting, shall be excluded from the Preschool Area. Please be considerate of children and teachers by keeping sick children at home.
9. For the protection of your child and other children, do not bring a child to the Preschool Area who appears ill or who has experienced fever within the past 24 hours. Children who appear ill will be isolated and the parents will be notified for immediate pick-up. Medication will not be given to preschool children by any teacher or employee.
10. If a child is known to have an infectious disease, the parents or guardians are expected to inform the Children's Pastor. When it is known that a group of children has been exposed to a disease which is easily spread from person to person, parents and teachers of the children will be notified.

POLICIES FOR TEACHERS

1. **At least two teachers are required in all rooms, at all times**, for safety and to provide good instruction. If for any reason a teacher has to temporarily leave the room, please use the room phone (in preschool rooms) to dial ext. 100 to ask for a floater or have the remaining teacher stand in the hall while keeping an eye on the class until the other returns. You may dial ext. 100 if you have any other needs as well. If you teach upstairs, please call a coordinator to help you. Their numbers are listed in your classroom on a sheet by the door.
2. All Children's workers must be Judson Baptist Church members who are at least 18 years of age and who have completed a recent background check.
3. You must be 18 years of age or older to be a teacher in our Children's Ministry. Persons under 18 years of age may teach only if teamed with an adult and approved by the Student Minister. Students will be placed in our crawler classes and above.
4. When a child needs assistance going to the bathroom, please leave the door to the bathroom open. Once a child can go to the bathroom alone the door can be closed, but if a female teacher accompanies a child into the bathroom the door must be open.
5. You are expected to use curriculum materials provided by the church for their particular age group and to plan appropriate Bible related activities.
6. PLEASE ensure that all children have a security sticker when they arrive.
7. PLEASE wash your hands thoroughly upon entering the room and after every diaper change. Gloves are provided. Our preference is that you change gloves between changings to help maintain sanitation and efficiency.
8. Please notify the appropriate coordinator when you will be absent for vacation or illness. We keep a "vacation" sheet at the Preschool Welcome Desk that extends at least 3 months in advance. When possible, please secure your own substitutes from the approved list in your absence, and contact your program coordinator with the name of your replacement.
9. If you want to occasionally provide a snack, please use the snack furnished by the church (Goldfish or Fruit Loops) unless another snack is called for in the lesson plan or for a special occasion. IF AN ALTERNATE SNACK IS USED, you **MUST** post a notice to parents PRIOR to the 9:00 hour outside your classroom and at each of the 3 kiosks.
10. **All teachers are expected to arrive at least 15 minutes prior to each function 8:45 AM for 9:00 AM service and 10:15 AM for 10:30 AM service.**
11. Only persons serving in official capacities shall be in rooms with the children. Please do not bring family, friends, or our children into the classroom where you serve.

12. A parent or caregiver must pick up each child from the classroom and provide a matching security tag. If anyone (including the parent) tries to pick up a child without a tag, one of the Children's Ministry Team (Courtney, Lisa, Kim or Jack) must be notified to approve the child's release.

USE AND CARE OF PRESCHOOL ROOMS

1. Children older than preschool age should not be in a preschool classroom unless approved by the Preschool Director or Children's Pastor.
2. Requests for needed furnishings and equipment for any department should be communicated to the Preschool Director or Children's Pastor.
3. The church custodians are responsible for keeping the floors, windows, halls, and restrooms clean and sanitary. Preschool teachers are responsible for disinfecting toys/equipment and for keeping the rooms clean and free of clutter.
4. Teachers are responsible for putting away materials such as books, puzzles, block accessories, pictures and leftover art materials at the end of the session.
5. Supplies, materials, curriculum, or equipment are not to be borrowed or taken from a preschool classroom without consulting the Preschool Coordinator.
6. Please do not leave leftover food in the classrooms. Goldfish/pretzels/Fruit Loops are to be sealed in a container and stored in the designated cabinet.
7. As our infants leave, their beds must be stripped of used linens and other items. Place used linens in the laundry room to be washed.
8. Each bed and changing table should be cleaned thoroughly with disinfectant wipes. Make sure to include the mattress, bed rails, mobiles and mirrors.
9. All toys are to be wiped with disinfectant solution and left to air dry.

USE AND CARE OF ELEMENTARY ROOMS

1. Please keep classroom free of clutter and personal items.
2. Please do not leave food or drinks in the classroom/cabinets. We keep Goldfish/pretzels/Fruit Loops available and in appropriate containers.
3. Please keep a small table (4-foot table) near the door and make sure it is cleared off to allow for shared use (Awana) each week.

4. The church custodians are responsible for keeping the floors, windows, halls, and restrooms clean and sanitary. Children's teachers are responsible for clearing tables and for keeping the rooms clean and clutter free.

Judson Baptist Church Preschool and Children's Ministry Policies

After reading the document, please print, sign and return this form to your Coordinator (Lisa Bridges, Kim Graham, or Courtney McClendon).

I have read, acknowledge and agree to abide by the Preschool and Children's Ministry Policies of Judson Baptist Church.

Print Name: _____

Signature: _____

Date: _____