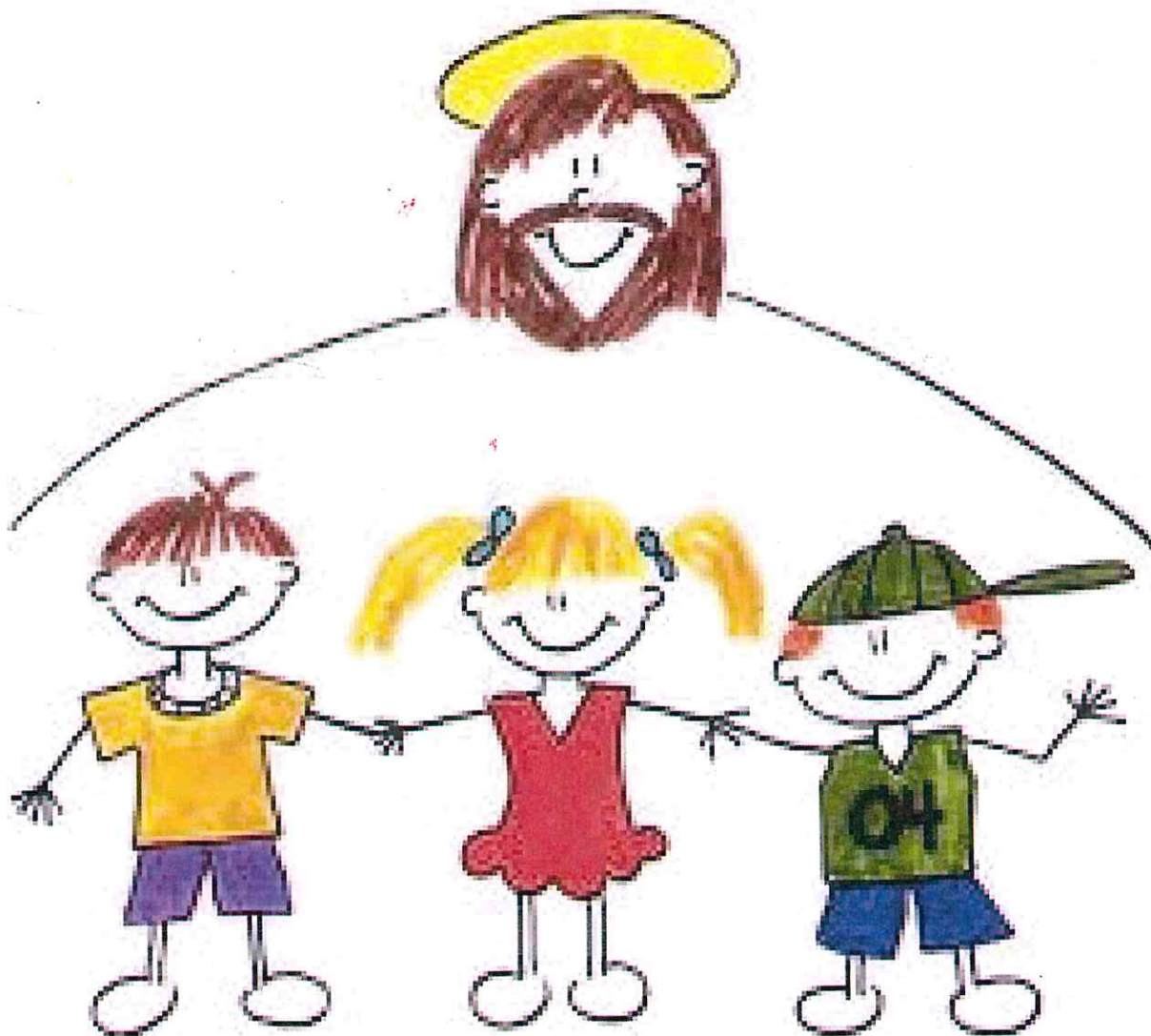


Towne View Baptist Church

Preschool Policies

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Purpose of Preschool Ministry

Towne View Baptist preschool ministry exists to provide a safe, loving, and nurturing environment in order to partner with parents in educating their children about God's love as revealed through his son, Jesus Christ. Our preschool ministry provides quality childcare to encourage parents to attend Sunday morning Bible Study, the worship hour, and other events hosted by at Towne View Baptist Church. For the purpose of these policies, preschoolers are defined as children from birth through the end of Kindergarten.

Purpose of Preschool Policies

At Towne View Baptist Church, we believe the following procedures are a small price to pay for the safety and security of preschoolers and for the peace of mind of teachers and parents. We appreciate your cooperation and efforts to comply with this policy.

Worker Qualifications

All workers are screened according to the Securing Our Church Kids (SOCK) guidelines and requirements. In accordance with SOCK, a "threshold" requirement establishes a volunteer's length of time and involvement in a church before being given a position of responsibility involving minors. SOCK requires an application, references, criminal background check, and training for each adult and teen worker. Other worker requirements are as follows:

1. Workers must be a member or regular attender of Towne View Baptist Church for a period of at least six months before they are eligible to work with preschoolers. Please refer to the TVBC SOCK policy manual section III.C for details on the selection process for adult and teen workers with minors.
2. There is a two-adult rule followed at all times in classrooms. No one will be allowed to work alone in a classroom. The two adults should not be related by marriage unless a third adult is present in the room.
3. A volunteer must be at least 16 years or older when working with infants and crawlers. Children under the age of 16 years will not be permitted to accompany parents while they volunteer in our infant classrooms. No one under the age of 16 will be permitted to volunteer in the infant or crawlers classrooms.
4. Youth helpers (at least 14 years old) will be used only in conjunction with the two adult rule. Children under the age of 14 are permitted to help only if a parent is volunteering in the same room as the child. The exception to this rule will be our annual Vacation Bible School. Only one youth helper at a time is allowed to assist in the classroom.
5. Parents of preschoolers (birth-kindergarten) will be encouraged to become SOCK approved and trained in order to work as volunteers on a rotating basis to help with our extended session care during the 11am service. The length of the rotation will change according to the number of volunteers.

6. All new volunteers (including youth) will be required to complete training on SOCK policies and Preschool policies. This training will be offered annually.
7. New volunteers will be placed with more experienced workers.

Worker/Volunteer Absences

Volunteer schedules are sent out at least a month in advance. Please check your calendar to confirm your availability for your assigned date. If you are unable to volunteer for any reason, please make sure to find someone to fill in your volunteer spot. This will cause less confusion on Sunday mornings. If you need help finding a replacement, notify the chair of the extended session committee.

Child/Worker ratios

For safety of the children, the following child/teacher ratios are set:

- Babies-Toddlers 2:1
- 2-3 year olds 3:1
- 4-5 year olds 5:1

Please remember that one adult should never be alone in the room with a child. A minimum of two adults should always be in the classroom. When only one child is present, this rule should still be followed.

Check-in Procedures

For Children

1. Parents are required to check in their child(ren) at a computer kiosk or at the entrance to the preschool hall. If the computers are not working for any reason, identifying labels will be provided. All labels will have a parent and child portion. The child portion should go on the back of the child's shirt between their shoulder blades.
2. Allergies should be noted during a child's check-in. They should be listed on the child's name tag and a red sticker should be added to the child's name tag to visually identify an allergy concern.
3. Unless otherwise authorized by the church staff member or Sunday Bible study director, teachers and volunteers are not to accept a child into a classroom until the proper check-in has been completed. Children will not be released from class without the proper corresponding receipt. Receipts are matched for corresponding numbers and secured back to back and placed in the classroom pouch. In the event that a security receipt is lost, the teacher will refer to the child's registration to confirm an approved adult is picking the child up. The adult picking up the child should be prepared to show a photo ID to verify their identity.

4. Preschoolers may be brought to the preschool classrooms only when the person bringing them is attending a church function.
5. Parents are asked to report to the church staff and head of the extended session committee regarding any legal, custody, or guardianship issues that might cause a security concern for a child.
6. At check-in, each parent will be assigned a number for their child. If a parent is needed during the Bible Study hour or other activity, a worker will locate you. If a parent is needed during extended session the child's assigned number will flash on the bottom left corner of the worship slides. After seeing their assigned number, parents should make their way to extended session rooms to attend to their child's needs.

For Workers

1. Workers need to check in via the same system the children use for check in. The system will give each worker an identifying name tag which shall be worn until the end of the volunteer session. At the end of the session, the tag should be folded in half and placed with the children's badges in the classroom pouch.
2. All doors leading from the hallway to the classroom are to have a small window in the door or a half door for easy viewing. Viewing openings will not be covered by curtains or papers, etc. which might obstruct a clear view of the classroom.
3. Please make onlookers aware that "peeking" in the window should be done sparingly! Onlookers unnecessarily upset young children and distract teachers from their tasks.

Admission to Preschool Rooms

1. Sunday morning Bible study begins at 9:45 and Sunday morning worship begins at 11:00. Wednesday night activities begin at 6:30.
2. Preschool facilities will open for receiving children 15 minutes prior to regular church wide activities and services.
3. Children are to be left in a classroom by parents when the designated teacher or volunteers are present. If only one volunteer is present, a parent will need to wait with the child until the second volunteer arrives.
4. Children should be picked up promptly (within 10 minutes) following the end of services or scheduled activities.
5. To avoid congestion in the Preschool Area, it is recommended that only one parent deliver and pick up the child from his/her room.
6. For the safety of our preschoolers and to provide the best learning environment, only preschoolers and approved teaching personnel are permitted in preschool rooms. The exception to this rule is a nursing mother. A sturdy folding screen is placed in the corner of the room for nursing mothers. An adult-size rocking chair and a table for personal items will be behind the screen.

Safety Policies

Safety Policies for Workers

1. UNDER NO CIRCUMSTANCES ARE CHILDREN TO BE LEFT IN A PRESCHOOL CLASSROOM UNATTENDED AT ANYTIME.
2. PLEASE DO NOT USE CELL PHONES OR TEXT WHILE WORKING WITH THE CHILDREN. THIS CAN BE A HUGE DISTRACTION DURING THE COURSE OF THE CLASSROOM TIME. The exception to this is if 911 needs to be called.
3. NEVER LEAVE A CHILD UNATTENDED ON THE CHANGING TABLE.
4. THE EXTERIOR DOOR AT THE END OF THE HALLWAY SHOULD REMAIN LOCKED FROM THE OUTSIDE AT ALL TIMES.

Safety Policies for Children

1. All preschool equipment and resources should be free of sharp edges, broken edges and sharp parts. When items are found like this, please remove them from the classroom immediately.
2. If an item fits through a toilet paper tube, it should not be found in a preschool classroom. This indicates a potential choking hazard and should be removed immediately.
3. No child is allowed to stand on chairs, tables, bookcases, or any other room equipment.
4. Running, throwing, and roughhousing in the room is prohibited.
5. In the unlikely event a child is injured, parents will be notified immediately. If the injury is severe enough EMS (911) will be called as parents are notified. A cell phone may be used for this purpose if needed.
6. Minor bumps and scrapes are an everyday part of a child exploring and learning through experience. Minor injuries sustained at preschool are reported to parents and recorded on an "Accident/Incident Report" of which parents will receive a copy when they pick their child up. This is Form J in the SOCK Forms/Checklists.
7. An Accident/Incident Report will be completed for every accident. These reports will be signed and dated by the teachers and parent/guardian, and kept on file.

8. First Aid supplies and the emergency backpack will be located in a marked cabinet in the work room.
 - a. A first aid kit shall include a minimum of the following:
 - 2 absorbent compress dressings
 - 25 adhesive bandages (assorted sizes)
 - 1 adhesive cloth tape
 - 1 breathing barrier (with one-way valve)
 - 1 instant cold compress
 - 2 pair of nonlatex gloves (size: large)
 - Scissors
 - 1 roller bandage (ace bandage)
 - 5 sterile gauze pads (3 x 3 inches)
 - 5 sterile gauze pads (4 x 4 inches)
 - Oral thermometer (non-mercury/nonglass)
 - Tweezers
 - b. In addition to the first aid kit, the emergency backpack should contain the following :
 - An information card for each child on role. The card will contain emergency contact numbers and medical information as necessary.
 - Flashlight
 - c. First Aid kit and Backpack information should be checked annually at the start of each school year (August) for adequate supplies and information. Expiration dates should be checked in the first aid kit. Batteries in the flashlight should be tested and the information cards should be updated to include the most current class roll and medical information as necessary.

Sanitation & Hygiene

Diaper Changing Policy

NEVER LEAVE A CHILD UNATTENDED ON THE CHANGING TABLE.

1. Only adults will change diapers in the preschool classrooms. If a diaper is changed in the bathroom, two workers will be present. Either men or women can change diapers in a classroom, as long as two adult workers are present.
2. Gather all needed material before placing the child on the changing table. This includes but is not limited to the diaper, wipes, diaper disposal bag, clean clothes (if needed), diaper cream (if needed), and non-latex gloves.
3. Use the wipes and diapers supplied by the parent if possible. This will help protect from any allergies.

4. Line the changing table with a sanitary liner or a piece of wax paper before laying the child down. A clean liner should be used for every child.
5. Non-latex gloves should be worn when changing diapers. A NEW PAIR OF NON-LATEX GLOVES SHOULD BE USED FOR EVERY CHILD CHANGED. When removing non-latex gloves, fold down and throw away along with the wipes.
6. Dispose of dirty diapers, wipes, and non-latex gloves in a plastic bag.
7. Workers must wash hands after each diaper change even when gloves are used.
8. Please make note of the diaper change on the child's care summary sheet.
9. Check each child toward the end of the session. Send them home dry!!

Bathroom Policy

1. One adult should never be alone in the bathroom with one child.
2. Toilet trained preschoolers should use the bathrooms that adjoin the classrooms. One child at a time should be in the bathroom and the door should be left ajar.
3. If an adult needs to take a group of preschoolers to a hall bathroom, send them in two at a time. If an adult takes one child to the bathroom, the adult should stand in door and be visible to hallway. Summon other adult help, if needed.
4. Workers should not wipe a toilet trained child. In case of accident, summon parent/guardian.
5. Turn child around facing other children and adults when zipping or buttoning pants

Hand Washing and Non-latex gloves

1. Hands should always be washed or cleaned with hand sanitizer at the following times:
 - upon entering the classroom
 - before and after feeding children
 - before and after changing a diaper (even with the use of non-latex gloves)
2. Non-latex gloves should be worn any time a worker is coming into contact with body fluid. Hands should be washed after cleaning any body fluid. Hands should be washed even if non-latex gloves were used.
3. Non-latex gloves should be promptly disposed of after use.

Sanitizing Surfaces, Toys, and Linens

Each classroom will be stocked with a bottle of Benefect. This is a plant based disinfectant that is safe for use around children. This solution can be used on the toys, surfaces, and furniture. Please use this cleaning solution as necessary to complete the following:

1. During the session, if ANY child puts a toy in his or her mouth, disinfect the toy before another child uses it. If there is not time during the session to clean the

toys, place them in the “dirty toy” bin until the end of the session when all toys will be cleaned.

2. After each session, the rooms must be sanitized and prepared for the next use. There will be a check list posted in each room to help remind volunteers what to do.
3. The infant room will contain linens which must be washed after each use. There will be a “dirty linens” basket for the linens. Leave the bed without linens so there will be no confusion about what is clean or dirty.
4. Linens will be washed each week by the church staff.
5. Any surface that has contact with body fluids should be sanitized immediately.
6. Tables/countertops used for food prep and eating must be sanitized before and after eating.
7. Furniture used by toddlers and the older kids must be sanitized weekly or when soiled.

Illness & Medication

Sick Policy

In order to protect all of the children placed in our care, we have adopted the following sick policy:

1. If the following symptoms have occurred in the preceding 24 hours or happen while in class, a child will not be permitted in the classroom.
 - Fever of 99° or above
 - Earache or discharge from ear
 - Flushed face
 - On antibiotics less than 48 hours
 - Sore throat
 - Nausea
 - Unexplained rash
 - Vomiting
 - Bad cough
 - Runny nose, green or yellow
 - Diarrhea
 - Enlarged glands
2. Preschool volunteers will not administer medication to your child. If your child needs medication, it is up to you as a parent to administer the medication. The only exception to

this rule is if there is a need for an Epi-Pen injection. A signed parental permission form to use an Epi-Pen must be on file.

Snacks & Allergies

Food allergies and special diets are becoming more common among the population of typically developing kids and kids with special needs. We have developed the following policies to help protect children with allergies.

1. During each child's check-in process allergies should be specified. Any child with allergies will be given a red sticker to put on their name tag.
2. An allergy list is kept on the bulletin board in each classroom listing each child and what allergies they have. Potential use of an epi-pen will be noted on each individual's list.
3. Due to the number of children and child allergies, we ask that water be the only drink that is brought with the child (unless the child is under 12 months old, needing breast milk or formula).
4. Leaders will carefully check the allergy list and information cards before distributing any snacks.
5. All sippy cups MUST be clearly labeled with the child's name, and will only be given to the child while he or she is sitting at the snack table. This will allow us to take every precaution to help children avoid drinking out of someone else's sippy cup.
6. Food and drinks should stay at the table where they were served. Children should not be walking around the room with food or drink.
7. Snacks being served must be posted outside of the room on the day they are served. Ingredients should be listed.

Discipline

For young children, discipline is used to encourage cooperative behavior. The following methods are to be used by our teachers/volunteers:

1. Give positively worded directions: "You may sit on the floor or on a chair." "Walk inside." "Run outside or in the gym."
2. Redirection: Substitute a positive activity for a negative activity (i.e. "You may throw a beanbag." "We use blocks for building.").
3. Distraction: Change the focus of the activity or behavior.
4. Positive Reinforcement: Try to catch a child being good or affirm a child's appropriate behavior.
5. Active Listening: Help the child determine why there is a problem and help the child acknowledge his feelings and/or reaction.
6. Separation from the group: When all of the above fails, only then is a child briefly (less than 5 minutes) separated from his/her classmates. The child will always be within sight of the teachers.
7. Contact child's parents or church staff: If a child's behavior is a danger to himself or others and/or other measures have been taken and are not effective, teachers and

volunteers need to contact the a parent or a member of the church staff for additional intervention and assessment.

8. Physical discipline and shaming methods are NEVER used.

Communication with Parents

As a care provider it is important to let parents and guardians know what has happened while their child is in our care. Since infants and toddlers cannot properly communicate with their parents what care has been provided, that is our responsibility. Each infant and toddler that comes through the nursery should have a Care Info Sheet completed. This sheet will remain posted in the nursery for reference. The parents can update this sheet as they feel it is needed.

Each time a child is place in our care, a Daily Care Summary sheet should be completed. At drop off, parents will complete the appropriate side of the Care Summary Sheet in order to give nursery volunteers an idea of what to expect. If the child is in Sunday Morning Bible Study, the care portion of the sheet will be started by the teachers and will need to be completed by an extended session volunteer. Please make notes of feeding, diaper changed and any other activities you believe a parent should be aware of.

Emergencies

Tornado

- Teacher 1: evacuates all children to the designated tornado shelter or interior room with no windows. Babies should be put into evacuation cribs (4 per crib) and taken to the designated area. The top of the cribs should be protected with another crib mattress or a blanket.
 - Avoid windows and glass doorways.
 - Protect the heads of staff and children with blankets or crib mattress
- Teacher 2:
 - Take the attendance record.
 - Last check for children in “hidden” areas.
 - Evacuate any remaining children and close the shelter door.
 - Close doors to the outside rooms.
- The emergency backpack containing the emergency supplies will be located in a classroom that is designated as the emergency shelter.
- Remain in the shelter area until given further instruction by church staff member or Sunday Bible Study Director.

Inclement Weather

In the event of inclement weather, church closings will be announced via the church website, phone calls, emails, and Facebook. If the Sunday worship service is cancelled,

then all preschool classes and extended session activities are also cancelled. Use your best judgment for your family during inclement weather.

Fire

Each preschool and children's classroom has a fire escape route poster posted in the classroom next to the door. Every teacher/volunteer needs to be familiar with the route for exiting the building in case of a fire or other emergency. If a fire alarm sounds, gather children and follow the room evacuation route out of the building and gather in the parking lot on the far side away from the church building. Put babies and toddlers into evacuation cribs (4 per crib) and follow the posted evacuation route. Volunteers will bring the class roll to confirm everyone is out of the building and the emergency backpack to have children's information and first aid if necessary.

Security Threat

In the event of a security threat, "Code Red" will be announced by a church staff member or Sunday Bible Study Director. Classroom doors will be locked. Remain calm and gather children away from all windows and doors until given an "all clear" by staff. If you are in a room that is adjoining a bathroom, fit as many children into the bathroom as possible and lock that door also.

What to Bring to Church

1. 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.
2. Please 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.)

Appendix A: How Parents Can Help

Parents will be given a copy of the How Parents Can Help. When there are newcomers, they will be provided a copy of the policy. We wanted to include a copy in the preschool policies so that volunteers would be aware of the information parents have.

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. A copy will be provided to you at your request. The policies are also available on our church website, townview.org. 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 a worker 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.

Checking in your child

- Sunday morning Bible study begins at 9:45 and Sunday morning worship begins at 11:00. Wednesday night activities begin at 6:30.
- Preschool facilities will open for receiving children 15 minutes prior to regular church wide activities and services.
- To check in your child, provide your child's name to the check-in kiosk volunteer. Two labels will be printed – one for your child and a matching label for you. Please place your child's label to the back of his/her shirt: between the shoulder blades is a good place so that the child doesn't pull it off. Take your label with you as you deliver your child to their room. Your label will need to be retained for picking up your child.
- **If your child has allergies, please be sure to inform the check-in volunteer. A list of your child's allergies will be posted in their classroom and a red sticker will be added to their name tag. If an epi-pen may be needed, please make the volunteers aware of this information and the location of the medication.**

- When bringing your child to a preschool room, please knock at the door and wait for a teacher to open the door and greet you and your child with a personal welcome.
- Children are to be left in a classroom by parents ONLY when the designated teacher or volunteers are present. If only one volunteer is present, a parent will need to wait with the child until the second volunteer arrives.
- Give teachers any necessary information about your child. (Allergies, special physical needs, feeding and sleeping preferences, etc.) Update the Child Information Sheet as needed.
- To avoid congestion in the Preschool Area, it is recommended that only one parent deliver the child to his/her room.
- For the safety of our preschoolers and to provide the best learning environment, only preschoolers and approved teaching personnel are permitted in preschool rooms. The exception to this rule is a nursing mother. A sturdy folding screen is placed in the corner of the room for nursing mothers. Behind the screen is an adult-size rocking chair and a table for personal items.
- Tell your child you will be back for him, and then leave promptly. Prolonging the goodbye only makes separation more difficult for your child. Should your child experience prolonged anxiety, the teachers will send for you.
- “Peeking” in the window to check on your child should be done sparingly! Onlookers unnecessarily upset young children and distract teachers from their tasks. If you check on your child yourself after he or she has settled in and your child becomes upset because he sees or hears you, please be prepared at that time to take your child with you. It may be too difficult for your child to separate from you more than once.

Picking up Your Child

- Children should be picked up promptly (within 10 minutes) following the end of services or scheduled activities.
- When returning for your child, knock at the door, hold your portion of your child’s Security Card to the window, and wait for your child to be brought to you. (Waiting outside the door prevents other children from becoming anxious while awaiting their parents’ arrival). You should be handed a Daily Care Summary sheet in order to help you understand your child’s activities while in the nursery.
- Your child will only be released to the parent/guardian who presents the Security Card. (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.
- In the event that a security card is lost, be prepared to verify your identity with a picture ID. In the case of a lost security card, only persons listed on the child’s registration record will be allowed to pick up the child.

Tips and Suggestions

- Fill out a Care Info Sheet for your child. This will allow the nursery volunteers to give your child the most personalized care possible. This sheet can be updated as needed for your child.
- If a child has a problem at church, it is better to discuss this with his teachers at a time other than Sunday morning. Never discuss a child's problem in his presence.
- Use the "take-home" literature provided by preschool programs. These will help you continue at home what your child learned at church!

If Your Child is Sick

In order to protect all of the children placed in our care, we have adopted the following sick policy:

1. If the following symptoms have occurred in the preceding 24 hours or happen while in class, a child will not be permitted in the classroom.
 - Fever of 99° or above
 - Earache or discharge from ear
 - Flushed face
 - On antibiotics less than 48 hours
 - Sore throat
 - Nausea
 - Unexplained rash
 - Vomiting
 - Bad cough
 - Runny nose, green or yellow
 - Diarrhea
 - Enlarged glands
2. Preschool volunteers cannot administer medication to your child. If your child needs medication, it is up to you as a parent to administer the medication. The only exception to this rule occurs if there is a need for an Epi-Pen injection. A signed parental permission form to use an Epi-Pen must be on file.