

## GENERAL GUIDELINES

- ☆ First Baptist Church provides childcare for children 0-3 years of age whose parents attend church-wide functions. **All workers with children are to be approved by the Minister to Children or designee.**
- ☆ Church groups (such as SundaySchool classes, various church organizations, or church ministers) may request provisions for childcare during functions, which they hold at the church. **If our employed childcare workers are available to work, the group requesting them will pay cost to the church.** No childcare provisions can be made independent of these guidelines.
- ☆ Babies, crawlers, and walkers are transferred to the next department in Sunday School according to their physical development and personal needs. Children are promoted in the Fall, based on a September 1<sup>st</sup> birthday cutoff date as practiced in the public schools.
- ☆ A beeper system for security is used for church-wide events (for babies to Kindergarten-age). The beeper system gives continuous contact with workers and parents and provides a good way for monitoring who can pick up a child. **Only the person who returns the beeper is allowed to pick up a child.** The parent(s) are given a vibrating beeper, which is used while they are attending a church-wide function. This beeper is returned when the parent picks up the child. Please inform your child's teacher if someone other than yourself is picking up your child. Preschool classroom doors are kept closed for additional security measures. During the worship hour on Sunday mornings, an Extended Care Shepherd is at the Beeper Station in the Preschool Building and monitors classroom areas. Classrooms are supervised by at least two adults (except in the Weekday Program).
- ☆ Allegations and/or suspicions of child abuse and/or neglect shall promptly be reported to the Minister to Children or Weekday Director. These individuals are responsible to assure that the allegation is handled in an appropriate manner. All parties are to maintain strict confidentiality.
- ☆ Evacuation and severe weather plans are posted in each classroom and in the lobby of the Preschool Building.
- ☆ All holidays are celebrated with a Christian emphasis.
- ☆ All exterior doors of the church are locked, for the security of our children, at the starting time of all worship services and scheduled functions. Church entry may be obtained through the Sanctuary or the Family Life Building.

# TEACHER GUIDELINES

The term “teacher” applies to all persons working with children at First Baptist Church.

## **All teachers are expected to:**

- ☆ Be familiar with and follow all guidelines in this handbook.
- ☆ Attend regularly scheduled curriculum training sessions.
- ☆ Be 18 years of age or older.
- ☆ Undergo a security screening including a criminal background check.
- ☆ Be members of First Baptist Church or First Baptist Church Sunday School. Employed workers are not required to be members of First Baptist, but will be professing Christians.
- ☆ Report all accidents to the Minister to Children (Weekday teachers report to Weekday Director) and always complete the written Accident Report. This should be done immediately – before leaving the premises. In the event that medical attention is felt to be necessary, you are to contact the child’s parent(s) immediately. All accidents (incidents) which occur during the time the child is in your care should be communicated to the parent(s).
- ☆ Report promptly all suspected incidents of child abuse/neglect to the Minister to Children (Weekday teachers report to Weekday Director). All parties are to maintain strict confidentiality.
- ☆ Prepare for each session using teaching materials authorized by the Minister to Children or Weekday Director.
- ☆ Be in assigned rooms ready to receive children **at least fifteen (15) minutes** before the starting time for services and/or meetings.
- ☆ Make arrangements for your own children to be in their specified class.
- ☆ Remain in the classroom at all times – never leave children alone.
- ☆ Refrain from bringing personal friends into classrooms or from making personal phone calls while caring for children.
- ☆ Allow only age-appropriate children in the classroom.

- ☆ Release children only to their parent(s) or to any other person authorized by the parent(s) and in possession of security beeper.
- ☆ Communicate important information with Extended Care Workers about children in your area.
- ☆ Greet children at eye level as they arrive.
- ☆ Talk about and model God's love.
- ☆ Move around, getting up and down, talking, singing, etc.
- ☆ Speak in a warm, caring tone.
- ☆ Speak quietly and firmly to children when reminding them of expectations.
- ☆ Refrain from spanking or hitting a child.
- ☆ Provide snacks at scheduled times and only those approved by the Minister to Children or Weekday Director. Those snacks usually consist of water and saltine crackers or snack prepared by teachers in conjunction with their units of study. Return trays and unused snacks to the designated area.
- ☆ Check Allergies List before distributing snacks to determine if there are any allergies to the snacks being served.
- ☆ Refrain from taking personal food or drink into classrooms and from eating and drinking in the classroom.
- ☆ Wear smocks when appropriate.
- ☆ Place clean sheets on beds in infant areas. Always change sheets when a child is moved from a crib and another child is placed in it.
- ☆ Refrain from turning your back on a child while changing his/her diaper.
- ☆ Always wear new gloves when:
  - changing diapers or handling body waste (urine, stool, or blood)
  - any contact with child's body fluids (cleaning vomit, spit up, or accidents)
  - treating open wounds or sores
  - you have an open sore
- ☆ Use strict hand washing in handling any bodily secretions (wiping tears, blowing noses) when not wearing gloves.

- ☆ Place soiled diapers, gloves, and liner in a bag before disposing in appropriate container after each diaper change.
- ☆ Disinfect changing table after each diaper change.
- ☆ Disinfect any surface (crib rail, swing, walker, toy) which has come in contact with body fluid (including saliva) before another child comes in contact with it.
- ☆ **Approximately 5 minutes prior to dismissal time: Wipe tables, pack bags, and prepare children to leave. Put away all toys, materials, and equipment and prepare the room for the next session.**

## PARENT GUIDELINES

### All parents are expected to:

- ☆ Be familiar with and follow all guidelines in this handbook.
- ☆ Participate on a rotating basis in Sunday Morning Extended Teaching Care (Extended Session). If you use both sessions you will be expected to serve during both sessions.
- ☆ Never leave your child in any classroom unless a teacher is there to receive him/her. Stay with your child until a teacher arrives.
- ☆ **Our nursery is provided to care for well children.** Please abide by the recommendations of the National Academy of Pediatrics which states that ***a child who has exhibited any of the following symptoms within a previous twenty-four (24) hour period is possibly contagious and should not be in a group setting:***
  - Fever (100degrees or above)
  - Vomiting and/or diarrhea
  - Any symptoms of Scarlet Fever Measles, Chicken Pox, and Whooping Cough
  - Sore throat
  - Croup
  - Any unexplained rash
  - Any skin infection (impetigo, boils, ringworm)
  - Pink eye and other eye infections

- Common cold
  - Cough
  - Head lice
  - Discolored rinorrhea (runny nose)
- ☆ The Weekday Program requires that all immunizations be up-to-date.
  - ☆ Complete a Registration Form before enrolling your child in any church program. On this form, identification information, food allergies, and special needs will be recorded. The Weekday Program has a separate Registration Form.
  - ☆ Notify the Minister to Children or the Weekday Director of any changes in custody and of any contested custody proceedings.
  - ☆ Place your child only in his/her age-appropriate classroom.
  - ☆ Obtain and keep on you a vibrating beeper when leaving your child. Turn in the beeper to your child's teacher when picking up your child.
  - ☆ **Deliver children to their class no earlier than 15 minutes** before class is scheduled to begin (yours or theirs). Please be sure you follow this guideline on Wednesday nights.
  - ☆ **Knock and wait at the classroom door to leave or receive your child; your child will be greeted by the teacher. This is to ensure the health and safety of the children in the classroom.**
  - ☆ Provide written instructions for bottle feeding your baby to his/her teacher. Bring bottles that are **unbreakable and labeled** with your child's name in order to avoid any confusion.
  - ☆ Bring a bag with a change of clothes and diapers if your child is two years old or younger. Please **label** clothing and all personal items with your child's name. Please leave personal toys at home.
  - ☆ Understand that (with the exception of bottle-fed babies) **the only foods to be consumed by children in their rooms are the snacks provided by the church or prepared by the teachers in conjunction with their unit of study.** Snacks provided consist of water and saltine crackers.
  - ☆ Feel that you are always welcome if you are nursing your baby. Every attempt will be made to accommodate nursing mothers.

- ☆ Understand that no medications will be dispensed or administered by teachers.
- ☆ Dress your child in clothing that can withstand an occasional spill as children learn through play and art activities.
- ☆ **Do not leave church property while your child is involved in a scheduled event. All preschoolers (birth – 5 years old) need a parent/guardian on property at all times due to safety issues.** Childcare workers provide care for children while parents participate in spiritual growth opportunities.