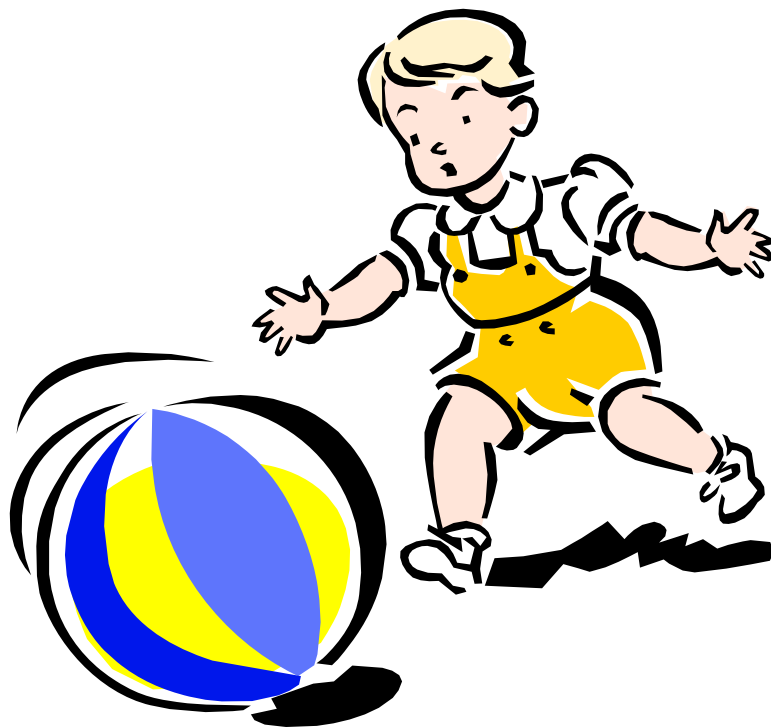


Richland Baptist Church Preschool Childcare Manual for Parents and Teachers



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Dear Parents & Teachers,

We are so glad you have decided to join us in providing quality childcare for preschool children. Our goal is to maintain a safe and loving environment that leads a child to a deep understanding of our Loving God and the gift of salvation offered through His Son Jesus Christ.

Enclosed you will find the policies and procedures in place in our children's ministry. Thank you for taking the time to read through these guidelines and abiding by them.

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GUIDELINES FOR PRESCHOOL WORKERS

GUIDELINES FOR ALL ROOMS:

1. Only assigned workers should be in the rooms with the children.
2. Workers/teachers should stay with the children at all times.
3. No open containers with hot liquids (ie. Coffee) are allowed in the rooms.

DISCIPLINE:

1. There should NEVER be any harsh talk, physical discipline, or humiliation of children.
2. No child should be allowed to disrupt the class or hurt others. Should this behavior continue, please notify the Director of Children's Ministries or person in charge immediately.
3. Use time-out as needed and when appropriate.
4. Make it clear to the child why he/she is being disciplined. Make sure the child understands by asking something like "Why are you in time-out?"
5. Always be ready to show a forgiving spirit with the child about the problem.
6. Children need ENCOURAGEMENT at all times.
7. If a child continues to cry or be disruptive in spite of all attempts to encourage the child, seek the director for help. The director will determine a reasonable point for calling in the parents.

PRIOR TO SCHEDULED ACTIVITY:

1. Arrive 15 minutes prior to scheduled starting time. This will allow you time to get the room ready, crafts in order, snacks ready, etc. Teachers are not required to accept any children until 5 minutes before the activity begins.
2. Each child should be greeted at the door. Parents should not enter the room, especially if the child is upset.
3. Parents must be given a pager. Each pager has a # on the back. Write the child's name on the sign in sheet next to the corresponding #.
4. Check to make sure all belongings are labeled. If not, please label with tape. Please continue to do this even with regularly attending children.
5. Be alert to any illnesses based on our health guidelines. If anything does not correspond with the guidelines, please do not hesitate to refer the parents and child to our Preschool Director. He/she will decide if the child is to be sent home or at least restricted from the classrooms. The health guidelines are put in place for everyone's protection. It is the responsibility of the teachers to watch out for signs of illness and report them to the Director.

DURING SCHEDULED ACTIVITY:

1. Both teachers must take the entire class to the restroom. Children not using the restroom are to wait in the hallway with one teacher while the other teacher may assist the child in the restroom. Children can only be taken to the Child's Restroom, not adult restrooms.
2. Restroom visits and diaper checks should be made regularly. Only female workers are allowed to enter the restrooms with children and change diapers.
3. Help children to always wash hands after restroom visits and before snacks. Set an example yourself!
4. Never change diapers on bare floor. Use a mat or a changing table.
5. If clothes are soiled, check to see if parents have provided a change of clothing. If not, we have extra clothes in the nursery. Place soiled clothing in the plastic bags provided and return to child's bag.

6. Wash hands after EVERY diapering, cleaning of noses, and before handling food or bottles. If you cannot leave the room to wash your hands, please use anti-bacterial hand sanitizer.
7. Sanitize changing table after each use. Plastic bags are provided for the disposal of dirty diapers.
8. Clean sheets and blankets are to be used with each child. Used laundry and washable toys are to be put into the laundry bag before leaving.

ENDING EACH ACTIVITY:

1. Make sure the child's belongings are gathered a few minutes before parents are expected to arrive.
2. Check all diapers once more about 15 minutes before parents arrive. DO NOT send a child home with a wet/messy diaper.
3. Take potty-trained children to the restroom again before they leave.
4. When the parents arrive to pick up their child, they must return their pager in exchange for their child. You cannot release a child to anyone but their parents, and they must have a pager.
5. DO NOT allow parents to enter the room. This not only cuts down on confusion, but also ensures the security of all the children.
6. Greet each parent with their child and his/her belongings at the door.
7. Tell the parent of any unusual event that happened with their child. Such as cuts/scrapes, soiled clothing, or problems they may have had with another child.

AFTER CHILDREN HAVE LEFT:

1. Sanitize all the toys. All toys should be sprayed with bleach/water spray and laid out to air dry.
2. Take trash bag to the large trash can outside the office back door, under breezeway. Put used sheets, blankets, bibs, stuffed toys/doll, etc. in laundry bag.
3. Spray used mattresses and changing table with bleach water.
4. Turn off pagers using the base unit.

PRESCHOOL AREA *HEALTH GUIDELINES*

In an attempt to protect the health of the children and workers, children with the following symptoms should not attend Church events.

- 1. Your child has a RUNNY NOSE that is any color other than CLEAR.**
- 2. Your child has run a fever during the previous 24 hour period. They should be free of fever without the help of fever reducers for at least 24 hours before returning.**
- 3. Your child is taking an antibiotic for a bacterial infection. They should be on the antibiotic for a full 24 hours before returning to church activities.**
- 4. Your child has “pinkeye” conjunctivitis.**
- 5. Your child has vomited or had diarrhea in the past 24 hours.**
- 6. Your child has any kind of rash that is of an unknown, or contagious nature.**

Parents, please remember to abide by these guidelines in order for everyone to stay as healthy as possible. If your child should exhibit any of these symptoms while you are at your activity, the director will notify you to pick your child up and take them home.

Teachers and volunteers, please notify the director as soon as possible if a child begins to show any of the above symptoms. The director will assess the situation and make a determination whether to contact parents.

Parents, please let the director know if your child shows signs of any communicable disease (such as meningitis or chicken pox), infection, or infestation (such as lice) shortly after attending an activity here. The director will then be able to determine if other parents need to be notified.

GUIDELINES TO PREVENT CHILD ABUSE

1. Adults who have been convicted of either child sexual or physical abuse should not volunteer service in any church sponsored activity or program for children.
2. Criminal background checks will be conducted on all applicants to the children's ministry at Richland Baptist Church.
3. Adult survivors of childhood sexual or physical abuse need the love and acceptance of this church family. Individuals who have such a history should discuss their desire to work with children with the Director of Children's Ministries. The applicant must demonstrate that counseling has been received.
4. All adult volunteers working with the children are required to be members of Richland Baptist Church for a minimum of six months before volunteering under the discretion of the Director of Children's Ministries.
5. Adult volunteers should observe the "Two Adult" rule. This requires that adults are never alone with children without another volunteer present or visible.
6. Only female workers are allowed to change diapers or take children to the restroom. Both volunteers must take the entire class to the restroom. One volunteer may enter the restroom while the other volunteer cares for the children just outside the restroom. There is no door on the restroom. The workers must stay in sight of one another.
7. Only approved childcare workers are allowed in the room with the children, this includes family members (except children) of the workers. Parents may step in briefly as needed.
8. Lights should be left on at all times when children are in the room.
9. Adult volunteers should immediately report any behaviors which seem abusive, inappropriate, or suspicious to the Director of Children's Ministries.
10. Each door has a window for visual security. Each door has a lock, and should remain locked when not in use. The entire building is under 24 hour recorded surveillance.

GUIDELINES FOR PARENTS OF PRESCHOOLERS

1. Teachers are not required to accept children earlier than 5 minutes prior to the starting time of the activity you are attending. If you arrive earlier than this, please keep your child with you until the appropriate drop-off time.
2. There are times when teachers/volunteers are late, so please be patient. Remember our children's department is a teaching ministry, not a baby-sitting service. Never leave a child alone in the room if the teacher or volunteer is not present. Do not assume other parents will watch your child.
3. Parents should ALWAYS be the ones to drop off and pick up their children.
4. DO NOT go into your child's room when dropping off or picking up your child. The teacher will greet you at the door each time. Adults coming in and out of the rooms can be very upsetting for the other children, even if it is not a problem for your child.
5. Please DO NOT bring breakfast with your child to be eaten during Sunday School, unless you are bringing a bottle-fed infant. Please do not drop off your infant to be fed immediately, as the teachers will be busy checking in other children.
6. **Please do not come to the door unless you are prepared to take your child with you.**
7. Please label all belongings, bottles, cups, pacifiers, blankets, coats, etc.
8. Always provide a change of clothes.
9. It is the parent's responsibility to take their child to the designated child-care area.
10. Promptly pick up children within 5 minutes after the activity is over.
11. All parents will be given a vibrating pager when you bring your child. This pager has a two-fold purpose. One, so that you can be easily reached, and two, to ensure that the child leaves with the same person that brought them. **You must have your pager to receive your child.**
12. Please read and follow the "Health Guidelines" our church has established. This is a must for the well being of all the people involved in our preschool ministry.