

Preschool Policies

Any Place Baptist Church

This is a sample church preschool policy. Please use this only as a guide for writing your own.

Purpose of Preschool Ministry

To help each child:

- Associate God, Jesus, and the Bible with happy feelings.
- To make progress in solving problems, sharing, and expressing himself.
- To know that the Bible is a special book that tells about God and Jesus.
- To think of church as my church--the happy place.
- To think of home as a place of love and security.
- To begin thinking of others and adjusting to their interests.
- These objectives and concepts are taught through the use of activity areas: art, blocks, books, home living, music, natural world, and puzzles.

To make your child's experiences at church happy and meaningful, you can:

1. Bring your child to church regularly. Talk about church and happy experiences there.
2. Mark all belongings plainly with child's name.
3. Become familiar with the Preschool Policies and procedures and be cooperative.
4. Dress your child comfortably. Allow adequate time for dressing and for feeding before coming to church.

Entering and Dismissing

1. A Preschool Security Card will be given to the parent when she brings her child to his room. For his protection, the child will be released only to the person who shows this card to the teacher.
2. Encourage your child to walk with you to his room. This provides a feeling of independence before arriving at his room.
3. To avoid congestion, please have only one parent bring and pick-up a child. Parents are requested to knock softly on the door and wait for a teacher. Please do not enter the room.
4. Register each child using the sign-in sheet provided at the classroom door, noting any special needs of the child.

Illness and Medication

1. A child who APPEARS ILL or has been ill in the preceding 24 hours cannot be accepted in a preschool room. This is for the protection of your child, the other children, and the teachers.
2. Recommendations taken from the report of the committee on control of Infectious Diseases of the American Academy of Pediatrics.
3. A child should not be taken from the home when any of the following exists:
 - Fever of 101 degrees within 24 hours
 - Vomiting and/or diarrhea
 - Any symptoms of the usual childhood diseases – Scarlet Fever, German Measles, Mumps, Chicken Pox, and Whooping Cough
 - Common Cold
 - Sore Throat
 - Croup
 - Any unexplained rash
 - Any skin infection
 - Pink Eye and other eye infections
4. Children who appear ill during a church session will be isolated and the parents notified.
5. Teachers are not permitted to give medication to any child.

What Your Church Can Do For You

1. Workers in a preschool room will be a member of the church at least 6 months before they teach.
2. All potential workers paid and volunteer will fill out a screening form, have a personal interview, and grant permission for church leadership to conduct a criminal background check.
3. Two or more teachers will be with each group of preschoolers at all times.
4. A small window in classroom doors will give a view of the entire room.
5. All workers are expected to take advantage of training opportunities sponsored by the church and association.
6. All workers are expected to study curriculum materials for their particular age group and to plan activities so that appropriate religious education can take place whenever boys and girls attend church.
7. During the Extended Session, a light snack will be served to preschoolers. This will consist of 2-4 crackers and a cup of juice.

8. Table food will not be served in a preschool room except during sessions when mealtime is a part of the program. Special information about food for a child should be given to the teacher.
9. Bottles brought by the parents will be given to each child according to his parents' instructions. We provide "Baby Schedule" cards for parents to write feeding instructions. These cards will be kept on file.
10. Please encourage your preschooler not to bring toys to church. Teachers have worked hard to provide the proper learning tools for your child and outside toys can be disruptive.

General Guidelines for Use and Care of Preschool Rooms

1. Children older than preschool age are not permitted in a preschool room.
2. A person under eighteen years of age is not to be enlisted as a preschool teacher.
3. The church custodian is responsible for keeping the floors, windows, halls, and rest rooms clean and sanitary.
4. Preschool teachers will be responsible for the sanitation* of toys and equipment and for keeping the room clean and free from clutter.
5. Fill three basins with:
 - A. Soapy, warm water,
 - B. Clear rinse water (or use running water), and
 - C. Disinfectant solution (one tablespoon of bleach to one quart water, mixed fresh).
6. Workers will be responsible for putting materials away – such as books, puzzles, block accessories, pictures, and leftover art materials – at the end of each session.
7. The preschool facilities are available only when under the supervision of authorized personnel.