

# Childhood Ministries Handbook



Whoever welcomes one of these children in my name  
welcomes me; and whoever welcomes me does not welcome me  
but the one who sent me.

Mark 9:37

## Preschool & Children's Ministries' Mission Statement

WRBC Preschool & Children's Ministries are dedicated to introducing children to God by providing a safe and fun environment, loving personalized care, and age-appropriate teaching.

Because we are dedicated to our mission statement, our policies and procedures for our Preschool and Children's Departments are outlined in our handbook!

## Preschool & Elementary Children Hours & Ages

Preschool and Elementary rooms will open 15 minutes before Sunday School Classes, Worship Services, and other teaching sessions.

Preschool and Elementary rooms are available for children ranging in age from newborns through fifth grade. Promotions for the Infants & Crawlers rooms are based on ability. All other classrooms follow school age guidelines (September 1<sup>st</sup> is the cut off date). Children are expected to attend the class that corresponds with their age/grade. Children will not promote from the Preschool Department to the Elementary Children's Department until they are enrolled in Kindergarten. Promotion occurs once a year in August.

## Arrival & Pick Up Procedures

Every Parent/Guardian who leaves a child in the preschool rooms has the following responsibilities.

- Parents/Guardians ONLY may drop off and pick up their children. Children will not be released to anyone without the appropriate security tag. Children will only be released to the appropriate adult.
- Parents/Guardians, please remain outside the room until invited in by a teacher.
- Only children assigned to the classroom may enter. Due to liability issues, all other children must remain outside the room.
- Parents will receive a security tag for each child when they drop off the child. You must have the security tag to pick up your child.
- Each security tag has an identification number on the back. Security tags will be matched up with the child's security tag when you pick up the child.
- ID numbers will show up on the black screens on either side of the stage in the Worship Center if parents are needed during the service.

- New members/Visitors must complete a Preschool Information Sheet on their child for use by the teachers. List all special instructions on the form including food allergies, medical conditions, or personal preferences.
- Clearly mark all of your child's items including their bag, bottles, cups, blankets, etc.
- We ask that children leave personal toys at home so that they do not get misplaced.

## Wellness Guidelines

WRBC strives to maintain a healthy environment for your children by washing/sanitizing toys, cribs, bedding and equipment before & after your child uses them. However, many germs are airborne & spread by close contact among children. Please help us ensure your child's good health by following the guidelines below:

- Please keep your child home from church if ANY of the following symptoms persist:
  - Fever (must be fever-free for 24 hours without medication)
  - Yellow or green nasal discharge
  - Redness or discharge from one or both eyes
  - Vomiting within the last 24 hours
  - Diarrhea within the last 24 hours
  - Persistent coughing or sneezing
  - Skin rash (ringworm, impetigo, etc)
  - Other contagious conditions
- Inform the Director/Minister if your child contracts any contagious disease so that parents may be informed (including chicken pox or German measles).  
\*Please note that confidentiality will be kept.
- Parents will be called to pick up children who are ill. Children will not be

permitted to stay in the classroom or at the church activity once it has been determined that they are ill.

- .. It is our policy that no medications will be administered by WRBC Staff.
- .. Please note any allergies or food limitations on your child's Information Sheet

Thank you for your help in keeping our Preschool & Children's area a healthy place to learn about God's love!

## Snacks & Foods

WRBC will provide a light snack and water to children in the preschool rooms during Worship Care. Remember to alert teachers of any allergies.

Foods may be prepared as part of a teaching session. Again, remember to alert teachers of any allergies.

## Reducing the Risk Policy

WRBC is committed to providing a safe environment for our children. All teachers and volunteers in the Preschool & Children's Departments must follow the Reducing the Risk policy which includes training, background checks, and additional screening. Copies of the Reducing the Risk policy are available upon request.

## Worship Care Policy

WRBC provides Worship Care during Sunday Morning services by utilizing volunteers on a rotating basis. At least one parent of a preschooler must serve on the volunteer rotation (although it is preferred that both parents serve). Worship Care is completely dependent upon the volunteers that serve on the rotation. All volunteers meet the criteria of the Reducing the Risk Policy.

# Employee & Volunteer Information

## Employee/Volunteer Responsibilities

- Employees and Volunteers need to be in their assigned room 15 minutes prior to and after sessions.
- Check to make sure that the two-way radio is on and at a volume where you can hear it. Staff will use the radio to contact you in case of emergency situations and employees and volunteers can use the radio to contact staff.
- Ensure that both teachers stay in the room at all times per the Reducing the Risk policy. If a teacher needs to leave the room or needs a restroom break, use the two-way radio or a cell phone to contact the person at the PC Desk to relieve you.
- Ensure that parents/guardians are greeted warmly and welcomed to our classrooms.
- Adhere to the Preschool & Children's Mission statement by providing a safe and loving environment for each child.
- Give appropriate teaching and care to the children in each room.
- Ensure that each child is checked into and out of Preschool rooms. Make sure security tag is handed out and checked back in. Children can only be checked out by the appropriate adult with the correct security tag.
- Check that child's personal items are clearly labeled. If parents have not labeled items, make a temporary label with masking tape.
- Adhere to Preschool & Children's Policies outlined in the Handbook.
- Complete an Incident report if a child is hurt while in our care. Immediately contact the Director/Minister when an incident/accident occurs. Give a signed copy of the report to the Director for the permanent file.

- Leave toys picked up and room prepared for the next session.
- Employees should disinfect their rooms with the prepared spray before they leave.

## Disciplining Procedures

The purpose of the disciplining procedures is to partner with parents to develop self-disciplined children within a nurturing and secure environment as children become fully devoted followers of Christ. Employees & Volunteers should remember to be prepared and arrive on time so that they can greet children as they arrive. WRBC wants to ensure that each child has a positive experience.

### Teachers must:

- Avoid leaving a child or children unattended (e.g. isolation, removal to hallway or to a different room).
- Do not engage in physical punishment with a child (e.g. spanking, hitting, pinching, biting).
- Avoid using verbal abuse (e.g. embarrassment, belittling, shouting, threatening, shaming).

### Teachers should:

- Redirect the attention of the child to stop the focus of the wrong choice being made (i.e. introduce something different to distract the child).
- Give the child one warning - make eye contact on the child's level and explain why the child's choice is wrong (hold their hands - gently - if needed to help them focus). Allow the child to continue participating with a reminder to make right choices. Affirm right actions that follow.
- Confront the child on his/her second offense **WITHOUT DELAY**. The teacher should again make eye contact on the child's level and explain the consequence of his/her wrong choice (hold their hands - gently - if needed to help them focus). The child loses his/her privilege to that particular activity and must choose something different.
- If a child continues to make wrong choices, contact the Director/Minister.

## Important Notes:

- Employees & Volunteers should view themselves as trainers and not punishers. Speak low and confident with love (not anger) and with the desire for learning to take place.
- Every class must have at least two teachers and the teachers should take responsibility for discipline issues and ensuring the safety of the classroom.
- If the child cries or throws a tantrum, the teacher can remind the child of his/her choice. Allow space and time for the child to cry but DO NOT coddle. Ignore unwanted behavior and often it will stop. The child will probably re-engage in the planned activities. After sufficient time has passed, invite the child to join the others. This shows love, forgiveness, and acceptance by his/her teacher.
- If behavior escalates beyond the control of the teachers or if other children are at risk, a parent is to be notified immediately. The child should be removed from the classroom for the remainder of the session and returned to the care of his/her parents. The teacher will complete an incident report and give it to the Director of Preschool & Children's Ministries. On the same day, the Director will follow-up with the parent(s) to explain the situation and partner with them by discussing ways for guiding the child during class.

## Emergency Procedures

### Fire Procedures:

When the fire alarm goes off, all classes should exit out of their designated door (diagrams are posted in each classroom).

- If for some reason the door does not open when pushed on, take the clear box off of the door release (a small alarm will sound notifying you that the box has been removed - this does NOT set off the fire alarm). Push and hold the red button while opening the door.
- The infants and crawlers rooms should utilize the emergency evacuation cribs located in their rooms.

- Everyone should move to the south side of the building and be off the pavement on the grass. This will ensure that everyone is 150 feet away from the building.
- If there is a fire, everyone will remain evacuated and parents will meet their children at the south east end of the parking lot.
- If there is not a fire (or other problem), the Director/Minister will allow everyone to re-enter the building. Do **NOT** re-enter the building until instructed by the Director/Minister.

### **Intruder Alert Procedures:**

When you are notified over the two-way radio of an intruder, promptly make sure that your door is closed and locked.

- All of the double doors leading to the preschool and children's Wing will be locked. This should keep the intruder out of the entire wing. Promptly barricade your door with a table and instruct all children to move into the bathroom (if available). Turn off the lights in the classroom and make sure the blinds are closed. If you do not have a bathroom in your room, have the children gather in the corner where they cannot be seen if the intruder looks through the door window (the corner on the same wall as the door). Instruct the children to remain quiet and stay there until you are given the all clear by a staff member. Stay in your room and keep the children quiet until further notice. We will notify you that it is safe to come out by opening the double doors and your doors when the threat is over.
- If the intruder manages to break through the double doors, we will pull the fire alarms and you should follow the procedures for a fire alarm with the exception that you will move as far to the back of the church property as possible rather than just to the edge of the pavement. Stay with your group until you are given further instructions by a designated staff member.

## **Tornado Procedures:**

Once the tornado sirens have sounded or you have been notified by a Director/Minister that there is a tornado warning, gather the class and make your way to your designated safe area (diagrams are posted in each classroom).

- Make sure that all children have their shoes on (or at least with them - you can put the shoes on once you reach the safe area). Gather any blankets, pillows, or mattresses available to take with you to your safe area.
- Once in your safe area, do a head count to ensure that the entire class is with you. Children should sit along the inner walls and can have a blanket, pillow, or mattress to hold/place over them. Teachers should quickly work to move tables, chairs, toys, and any other items to the other side of the room. A staff member will check to make sure that you are in your safe room and distribute flashlights to the teachers.
- Remain in your safe area until you have been notified by a Director/Minister that it is safe to return to your room.
- If there is damage to the building, wait until the danger has passed and safely make your way with your class to the Family Life Center (or other undamaged building) and wait for further instructions.

## **Diapering Procedures**

**Check diapers at 30 minute intervals!**

- Prepare all diapering supplies (disposable gloves, wax paper, diaper, and wipes). Use diapers provided by parent. Do not use ointments or other products unless provided by parent (some children are allergic to certain products).
- **PUT ON GLOVES**
- Place child on disinfected changing table with a wax sheet placed on it.
- Place clean diaper underneath wax sheet.

- Fold soiled/wet diaper in half as you wipe soiled area from front to back of child's diapering area.
- Clean child's diaper area with moistened wipes (again wiping from front to back). Place wipes inside the soiled diaper and place diaper in the disposable bags provided before placing it in the trash can.
- Remove wax sheet and fasten clean diaper on child (snugly but not so tight that it pinches the skin).
- Remove gloves and dispose of them.
- Disinfect changing table with spray or wipes provided.
- Follow hand washing procedures.

## Hand Washing Procedures

All teachers who care for preschoolers and elementary children must wash their hands after each diaper change, after wiping a nose, before serving any food, and before handling babies.

When washing hands:

- Use soap and water (warm where available)
- Rub hands vigorously for 20 seconds (You can sing "Happy Birthday" or "Jesus Loves Me" to yourself)
- Wash all surfaces, including backs of hands, wrists, between fingers and under fingernails, in order to remove as many germs as possible.
- Rinse soap from hands.
- Dry hands with a disposable paper towel.
- Turn water off with a disposable towel (instead of using hands) then dispose of towel in trash.
- Sanitize hands with alcohol based hand cleaner. Wet hands thoroughly with cleaner and rub briskly until dry. This will kill any germs left after hand washing.

## Toileting Procedures

- Assist young preschoolers with toileting if needed.
- Disinfect toilet area with bleach solution or spray.
- Wash your hands using hand washing procedures before and after assisting a child.
- Remain outside the restrooms (but within hearing distance) while older children are using the restroom.
- Instruct or assist older children in proper hand washing after they use the toilet.

## Toy & Surface Cleaning Procedures

All toys are cleaned after each session with diluted bleach solution, then rinsed and left to air dry.

### **Diluted bleach solution for toys:**

- Use the equivalent of  $\frac{1}{4}$  cup bleach to 1 gallon water
- Clorox® Anywhere Spray may be used as well.

Tables are to be disinfected with bleach solution/wipes after projects and before and after snack time.