



POLICIES AND PROCEDURES



GUIDELINES FOR PARENTS

We are eager for your child to have happy experiences at church and trust that you will be willing to help. Parents are encouraged to talk with Preschool teachers, the Director of Preschool, and the Preschool Sunday School Director about their child. Any suggestions concerning your child's well-being are always welcome. Become familiar with the Preschool guidelines and cooperate in every way possible.

- Check in at Preschool desk and receive a pager.
- Take child to classroom and sign her in on clipboard – include pager number.
- Place nametag on child
- Information cards should be completed for each child at their first stay in the preschool area. These cards will be kept in the classroom that your child is assigned to. Information cards provide the preschool department with the child's name, birthday, names of parents or guardians, address, allergies, any instructions for feeding and sleeping, and other special needs or instructions. If any of this information changes, the Director of Preschool and the Preschool Sunday School Director should be notified and the information card should be updated.
- **ALLERGIES:** In addition to indicating allergies on the information card, please specifically tell the Director of Preschool and the Preschool Sunday School Director of any allergies your child may have. An allergy list is kept on the bulletin board in each classroom listing each child and what allergies they have.
- Knock on the classroom door to leave or receive your child. A teacher will greet your child. **Please do not enter the room.**
- Never leave your child in any preschool room unless a teacher is present.
- Preschoolers are discouraged from bringing toys and personal items that may be distracting. Special items are permitted if your child needs them for security.
- Parents must pick up children immediately at the close of each service.
- **Your Preschool ministry is staffed with volunteers, so it is expected that parents will participate.**
- Dress your child in clothing that can withstand an occasional spill as preschoolers learn through play and art activities.
- Clothing should be appropriate for diaper changing (snap seats) or potty training (two piece outfits).
- A care card may be completed upon drop off for all infants.
- **ALL FORMULA SHOULD BE MIXED AND IN A BOTTLE READY TO FEED.**

- All personal items should be **CLEARLY LABELED** with the child's name (diaper bag, clothing, cups, bottles, bibs, burp cloths, and blankets).
- All children should have one change of clothes and ample diapers and wipes for their entire stay.
- All toddlers should bring their own sippy cups clearly labeled with their name.

GUIDELINES FOR TEACHERS

The term "teacher" applies to all preschool teachers elected by the church, all preschool volunteer workers, and all employed preschool workers. **All teachers are expected to:**

- Wash their hands when entering the room.
- Wear name tags.
- Be familiar with and follow all guidelines in this handbook.
- Be sure each child has a name tag.
- Be 18 years of age or older.
- Report all incidents promptly to the Director of Preschool or Preschool Sunday School Director and always complete the written incident report. If medical attention is necessary, contact the parents or responsible party immediately. Also, to communicate to parents or responsible party any incidents that occur.
- Prepare for each session using teaching materials authorized by the Preschool Leadership of Trinity Baptist Church, if applicable.
- Be in assigned rooms ready to greet children **at least 15 minutes before the starting time** for service and until all relief teachers have arrived.
- Must have two teachers present at all times. If you need to leave the classroom, please have the director of Preschool or the Preschool Sunday School Director fill in for you.
- Allow only age-appropriate children in a preschool classroom.
- Communicate pertinent information with other preschool teachers about children in your care.
- Provide only those snacks approved by the Preschool Leadership. Those snacks usually consist of apple juice and crackers or snacks prepared by teachers in conjunction with their units of study. Return snacks to the designated area.
- Check the allergy list and information cards before distributing any snacks. An allergy list will be kept in each classroom listing each child and what they are allergic to.
- Place all toys that have been in children's mouths in sink to be disinfected.
- Use Clorox wipes on surfaces and larger toys.
- Always make certain the crib has a clean sheet before placing a child in it.
- Put away all toys, materials and equipment and prepare the room for the next session.
- **Do Not** take hot beverages into the classroom.
- Complete the care card or sticker for all children who are not potty trained. Care cards or stickers should be given to the parents or responsible party when the child is picked-up from the classroom.

- Arrange for a substitute when they are unable to work as assigned. The Director of Preschool or Preschool Sunday School Director should be notified of any substitutions.
- Have parents sign child's name and the pager number of the pager given to them on classroom clipboard.
- Follow ALL security procedures for receiving and releasing children.

PLAYGROUND GUIDELINES

- The playground is intended for use only by preschool children of Trinity members and our guests.
- Two teachers shall be present at all times preschoolers are on the playground.
- The following activities are **prohibited**:
 - Climbing on the brick walls or fence
 - Jumping from platforms or other heights
 - Throwing rocks or other materials
 - Climbing up or going down the slide in any other manner than feet first

The Director of Preschool will advise teachers when conditions are inappropriate for outside play (e.g. too hot, inclement weather).

DIAPER CHANGING GUIDELINES

- Teachers should check and/or change diapers at least once per session.
- Never turn your back on a child while he is on the changing table.
- New gloves and fresh paper should be used for each diaper change.
- Teachers should wash hands with soap after each diaper change.
- Always wear (new) gloves when:
 - Handling bodily waste (urine, stool, blood)

HEALTH POLICY

Our preschool care is provided for well children. For the protection of your child and other children, parents are requested not to bring a child who appears to be ill.

- Based upon the recommendation of the Committee on Control of Infectious Diseases of the American Academy of Pediatrics, a child should **not** be taken from home when any of the following have been observed within the **past 24 hours**:
 - Fever
 - Vomiting or diarrhea

- Any symptom of a childhood disease such as scarlet fever, German measles, mumps, chicken pox, or whooping cough
 - Common cold – from onset to one week
 - Sore throat
 - Croup
 - Any unexplained rash
 - Skin infections (boils, ringworm, impetigo)

 - Pink eye or other eye infection
 - Lice
- If a child develops a fever or symptoms of illness, he will be isolated and the parents or responsible party contacted.
 - Teachers cannot administer medication.
 - Should your child develop an infectious disease (measles, mumps, strep throat, chicken pox, etc) following a session in the preschool area, please contact the Director of Preschool or Preschool Sunday School Director
 - For sanitation reasons, soiled clothing will not be rinsed but returned to you in a plastic bag.
 - If you child has any condition that might require specialized intervention or precaution, please contact the Director of Preschool or the Preschool Sunday School Director to make special arrangements (e.g. allergies).

<h2 style="margin: 0;">SECURITY AND EMERGENCY NOTIFICATION</h2>

Trinity uses a pager system to promote security in the preschool area on Sunday mornings, Sunday nights, Wednesday nights, and for other events with church-wide attendance when childcare is provided.

- **Please do not enter classrooms when leaving and picking up your child.**
- Upon entry into the preschool area, parents or responsible persons should come to the preschool desk. They will be issued one pager for all their preschoolers (4 year olds and under). The silent pager will vibrate should there be a need to contact the parent or responsible person concerning a child.
- Attach the pager to clothing or put it in a location where the vibration will be detected. **Remember it is silent so don't put it in a purse or jacket that is not being worn.**
- The pager must be returned to the classroom in order for the child to be released to a parent or responsible person.
- Each classroom will have a pager list indicating the number on the pager issued to the parents or responsible party for each child in that classroom.
- Only a parent, responsible person, or a sibling sixteen years of age or older who returns the pager to

the classroom is allowed to pick up a preschooler from any preschool area.

- In the event a pager is lost, the person picking up a child must provide his or her driver's license for identification before the child may be released.
- When your pager vibrates please report **immediately** to the preschool department. You may stop the vibration of the pager by pressing the button on the side of the pager.
- If there is a change of custody for a child, the parent or guardian must immediately notify the Director of Preschool or Preschool Sunday School Director.

For our security system to be effective in ensuring the safety of your child, it is imperative that these guidelines be followed at all times.

EMERGENCY EVACUATION PLAN

Above all, in any emergency situation, the teachers should model calmness to the children. Their safety is our first priority.

Fire Safety Plan

- If the fire alarm sounds or fire or smoke is present, teachers shall remove all infants and preschooler from the building as quickly and calmly as possible. **Each room contains a route diagram showing designated exits.**
- Teachers should first count the class members to ensure all children are accounted for. Infants should be placed in one or two cribs and rolled outside of the building.
- Preschoolers should be guided out of the building.
- Both infants and preschoolers shall be taken to the baseball field area located on the western side of the church campus where everyone shall remain until receiving notification that the building may be reentered.

Tornado Safety Plan

- If the tornado warning siren sounds or there is other notification of such danger, teachers shall move all preschoolers into Room # 116 B in the hallway east of the gym.
- Teachers should first count the class members to ensure all children are accounted for.
- Infants shall be placed in one or two cribs and rolled out of their room into Room# 116B.
- If possible, extra crib mattresses shall be taken and used for cover.
- After moving the children to Room #116B teachers should sing songs, tell stories, and show children how to tuck their heads to their knees with arms placed over their head.

Earthquake Safety Plan

- If the building shakes, assist children in assuming a drop position. Sit or kneel on the floor with head down towards knees, hands clasped behind neck, arms against ears, and eyes closed, away from windows or other potential hazards.
- Teachers of infants shall, if possible, place children in one or two cribs, place extra crib mattresses over the tops, and roll cribs away from windows.
- When it is safe to do so, teachers will be instructed to guide all children to the ball fields.