



Policy Number: PR0001	Ministry: Preschool
Preschool Policies Revision B	
Approved by Church Vote: 8/16/2015	

Revision History

Revision	Changes	Date
A	Initial Issue	3/27/2013
B	Additions to Section II Purpose; Section III Policies; Safety and Security; Added "Classroom Order/Discipline" Section III, 5; Added "Parent Responsibilities"	8/16/2015

Table of Contents

- I. Introduction or Mission 1
- II. Purpose 1
- III. Policies 1
 - 1. General Policies..... 1
 - 2. Food Allergies..... 1
 - 3. Sickness 2
 - 4. Safety and Security 2
 - 5. Class Order/Discipline 2
 - 6. Playground 3
- IV. Rotation Workers and Volunteers 3
 - 1. Volunteer Selection..... 3
- V. Responsibilities of Teachers..... 3
- VI. Parent Responsibilities..... 3
 - 1. Before Coming to Church..... 4
 - 2. Arriving At Church 4

I. Introduction or Mission

The Preschool Ministry of Ridgeview Baptist Church exists to provide a secure, nurturing environment for preschoolers where Biblical truths are taught as a foundation for salvation and Christian living.

II. Purpose

Our goals for the growth of preschoolers are based on the fact that preschoolers grow just as Jesus grew – mentally (*in wisdom*), physically (*in stature*), socially/emotionally (*in favor with man*), and spiritually (*in favor with God*)

Therefore we seek to:

- Lay a strong spiritual foundation in the life of each preschooler, with the goal of each child, when older, accepting Christ as Savior
- Help preschoolers begin to understand God, Jesus and the Bible
- Partner with the home in nurturing the spiritual growth of the child
- Encourage parents/guardians to be active participants in worship, Bible study, fellowship and ministry opportunities.

III. Policies

1. General Policies

- Preschool facilities will open for receiving children 15 minutes prior to regular church-wide activities and services.
- Preschoolers must be brought to their departments by a parent or adult guardian, and will only be released to the parent or adult guardian who presents the security card/or pager.
- A parent should come for his/her child immediately following the service or function. This prevents children becoming upset when they have to wait too long and also shows respect for the child's teachers.
- Preschoolers may be brought to the preschool department only when the person bringing them is attending a church function.
- For the safety of our preschoolers and to provide the best teaching environment, only preschoolers and approved teaching personnel are permitted in preschool rooms.
- Under no circumstances are children to be left in the Preschool Area unattended at any time.
- In order to provide safety and enable teachers to provide activities that meet the needs of preschoolers, the use of the Preschool Area and equipment is limited to preschoolers. (Preschool rooms and furnishings are not multi-age appropriate.)
- Supplies and/or equipment may not be added or removed from preschool rooms without consultation with the Preschool Division Director. For the safety of our preschoolers and the liability protection of our adults, at least 2 teachers should be in the room with preschoolers during any given session.

2. Food Allergies

Due to allergies, there is to be no outside food or drink brought by volunteers, teachers or parents unless approved by preschool team (e.g. – if parents want to bring a special treat for a birthday, we cannot ensure all the children will be able to take part).

Snacks and water (provided by the Preschool Team) will be given during Sunday School. Only water is to be given during worship. Snacks (provided by the Preschool Team) may be given during Wednesday and Sunday nights upon the discretion of volunteers and teachers.

Please inform your child's Sunday School teacher of all known food allergies or any dietary restrictions. Special needs will be posted in the child's classroom.

Never warm baby bottles or baby food in the microwave.

3. Sickness

For the protection of all preschoolers, children exhibiting any symptoms of sickness should not attend preschool classes.

If prior sickness includes fever, vomiting, diarrhea, sore throat, croup, unexplained rash, skin or eye infections, etc., child should be symptom-free for at least 48 hours before attending class. The Pre-school Director and/or teacher may use his/her discretion in accepting any child appearing ill (example, clear runny nose from teething)

If signs of illness appear during class, a potentially ill child will be removed from classroom while parents are contacted.

The parents will be contacted immediately if the child cries excessively or if a major accident occurs.

No oral medication will be given to a preschool child except by a parent or guardian.

4. Safety and Security

All parents, grandparents or other guardians must pick up a security tag or pager when dropping off a child in the preschool department. This tag must be returned when the child is picked up. An information sheet must be completed for all children, stating any specific needs of child and the parent's location.

Under no circumstances are children to be left in the Preschool area unattended at any time. First Aid Kits are located in the Preschool resource room and the nearest telephone is located in the bed baby room.

Items that could potentially cause someone to be hurt in a nursery classroom (knives, scissors, toys that project objects, etc.) will not be permitted. The teacher/volunteer will have the authority to hold such items until the end of the class.

So there is no confusion or cause to upset the children, there will be no one visiting (parent, grandparent, sibling, etc.) the classes during Sunday School or worship or between the two.

5. Class Order/Discipline

So as to ensure a fun, orderly, safe and secure learning environment for all in the Preschool Ministry, a reasonable level of class order/discipline must be expected and maintained. When a child is not behaving as should reasonably be expected from the perspective of a teacher/volunteer or Director the following process will be followed:

- Brief/gentle verbal reminder of classroom expectations/rules
- Stern verbal warning
- Placed in “Time Out” for a minimum of 5 minutes (total “Time Out” time should not exceed 15 minutes). Department Director notified of the issue.
- Parent/Guardian contacted by Department Director and the child removed from the class for that session.

Under no circumstances will a teacher/volunteer or Department Director administer any form of physical discipline (spanking). All verbal warnings will be completed in a calm but “matter of fact” manner. Disciplinary issues/concerns that result in “Time Out” will be brought to the parent/guardian’s attention at the end of the class/session.

6. Playground

- The preschool playground is to be used only by those preschool aged children.
- No rough play or misuse of equipment will be permitted.
- Ridgeview Baptist Church is not responsible for injuries.
- Adult supervision is required for children using the playground at all times.

IV. Rotation Workers and Volunteers

1. Volunteer Selection

- Volunteers must be a Christian
- Volunteers for bed babies must be a minimum age of 18

Parents of preschoolers are encouraged to actively participate in the preschool ministry and to serve on the rotation for worship services. This invitation also extends to grandparents, other family and other adults who share a loving interest in spiritual growth and general well-being of the child.

- Youth (16 and over) may serve on rotation if accompanied by another adult.
- Volunteers will be responsible for finding a replacement if they are not able to work in the preschool department for the week.

There will be background checks run on all preschool team members, teachers, workers and volunteers. Please see Ridgeview Baptist Administration Policy A001.

V. Responsibilities of Teachers

- Maintain department Security System (cards, pagers)
- Arrive to class on time.
- Teach the provided curriculum.
- Be responsible for securing a substitute when absent.
- Attend any meetings or trainings that are offered.

VI. Parent Responsibilities

Parents are a child’s first and most important teachers. Teachers at church count it a privilege to partner with parents in laying foundations for faith in young lives. Parents can help teachers by observing the following guidelines:

- Become familiar with the Preschool Policies and Procedures. These policies have been adopted by our church family and are enforced for the well-being of every child in our care.
- Remember that each policy and guideline is based on the desire to provide a safe, secure learning environment for your child. If you do not understand the reason for a policy or guideline, please ask preschool teacher or Department Director to discuss it with you.
- Bring your child regularly to church.
- Talk to you child positively about Church

Because the spiritual education of preschoolers is a partnership between the parents and the preschool department, the expectation is that parents with children in preschool will serve on the volunteer rotation, unless providentially hindered. The guidelines for serving on the volunteer rotation are as follows:

- Attendance to Ridgeview Baptist Church for a minimum period of six (6) months.
- After a positive background check

The Department Director will provide assistance in making application for the background checks. After the guidelines listed above have been met, the Department Director will work with parent(s) to provide a schedule that will work for them and all volunteers.

1. Before Coming to Church

- Remember to label all items with your child's name.
- Those who are being toilet trained need to bring extra changes of clothing in a labeled bag.
- Leave personal toys at home.

2. Arriving At Church

- Bring your child to the appropriate preschool room
- Provide teachers with any necessary information about your child.
- You will be given a Security Card or Pager, which must be presented when you return for your child.