



“Making Disciples Who
Worship, Grow and Serve”

Preschool & Children’s Departments Policies and Procedures Manual

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Preschool/Children's Policies and Procedures Manual

PURPOSE STATEMENT:

To help parents build a firm foundation on which children may one day base a lifelong relationship with Christ and live to serve Him. We also want to teach our children the complete, infallible Word of God and to help them hide that Word in their hearts. In doing this we will be training our children to grow closer to God each day, so that they will be equipped and motivated to seek and fulfill whatever mission He has chosen for their lives.

I. INSTRUCTIONS TO PARENTS

- In order to maintain an adequate volunteer staff, all members and regular attendees with children in the Preschool department will be asked to serve on a rotating basis for worship services. If you are not on the rotation please contact Tammy (tammy@lindsaylane.org) or Amanda (amanda@lindsaylane.org) to be added to the rotation.
- Please do not request a certain room in which you wish to serve. We will try to work with you as much as possible if you prefer to be in a class with your child. Based on the need your location could change from month to month. Thanks for your understanding in this matter.
- Parents with older children have several options. Some parents choose to work on different weeks, allowing one parent to sit in the worship service. Others choose to find friends or family for older children to sit with.
- Please label all items (coats, bags, Bibles, etc.) Items left in the room will be taken to lost and found which is located in the resource room.
- Please refrain from letting children bring personal toys into the classrooms. We have planned activities to keep your child engaged

while present. Personal belongings may also get lost in the classrooms.

- Drop off children on time and pick them up promptly at the end of service time.
- Please do not drop by the nursery to check on your child. This usually upsets your child when you leave and the others when you don't take them with you. If you need to know how your child is doing we will be happy to check on them for you.
- When dropping your child off, inform the workers of any information needed for the care of your child. Please do not engage in lengthy conversations at this time. Others may be waiting and talking takes attention away from the children already signed in.
- The nursery service is available only for those parents attending a church function. Please do not leave the church property until you have resumed responsibility for your child.

II. SECURITY AND CHECK-IN PROCEDURE

- In an attempt to ensure the safety and security of every child, all children age kindergarten and below must be registered by computer. You will receive a name badge sticker for each child who is checked in on the computer and a corresponding parent security badge. Your assigned pager number is listed on these stickers.
- The pager number will be used to contact the parent if needed. This number will be displayed on the screens in the sanctuary if parents are needed. If you will be somewhere else on campus, please let us know when you drop your child off so we can locate you should we need you.

- If your child has food allergies, please tell us immediately. We will input the information in the computer system so that the allergy information prints on their name badge each church session.
- All volunteers in the Preschool/Children's Department will be wearing name tags.
- The main doors to the preschool and children's areas will remain locked while classes are in session. If you need to enter these areas, please ring the doorbell and wait for assistance.
- **Please do not allow your child to roam the hallways during church services. After Sunday school is dismissed children will not be allowed in the Preschool/Children's Department without adult supervision.**

III. SECURITY AND CHECKOUT PROCEDURES

- Children in grades Kindergarten through Fourth grade must be picked up by parents. Older siblings must be 15 years old in order to pick up children.
- Children in Fifth and Sixth grade will be allowed to walk to the gathering space after Sunday school dismisses to meet you. If these children roam the building the parent will be asked to pick them up from their Sunday class. If you would prefer, we can hold your 5th and 6th graders upstairs in the lobby of the children's building. Just let us know if you would like us to do this for your child.
- **In an effort to be considerate of our volunteers and teachers, we ask that all children be picked up within ten minutes after any service or other function.**
- When picking up birth through preschool age children, please make sure you have the parent security sticker to show to the teacher or volunteer in your child's classroom. The teacher will ask for you badge and match the security number with the sticker on the child's

back. Please remember that this procedure exists for the safety of your child.

IV. HEALTH POLICIES

- In order to maintain a healthy environment, children and volunteers who exhibit one of the following symptoms may not be left in the preschool/children's area:
 - ❖ Any unexplained rash
 - ❖ Cold Symptoms
 - ❖ Croup
 - ❖ Diarrhea
 - ❖ Eye Infection
 - ❖ Fever
 - ❖ Head lice (until all family members have been treated)
 - ❖ Sore Throat
 - ❖ Runny nose (except clear drainage associated with allergies)
 - ❖ Symptoms of childhood disease (chicken pox, measles, etc)
 - ❖ Vomiting

- If any of these symptoms arrive while your child is at church, you will be informed of your child's condition. Please remove your child from the nursery or children's program at this time.

- Medication cannot be given by any teacher, caregiver, or volunteer at any time.

V.SAFETY POLICIES

A. Ratios:

- There must always be at least two workers with the children. One adult worker must always be in the room. No worker is to ever be alone with a child. If you and your spouse are assigned

to work in the nursery and one is unable to show up, it is your responsibility to find a replacement.

B. Injuries:

- If a child is injured, immediately administer first aid. If you are unsure what to do ask the director. A first aid kit is located in the white cabinet in the kitchen.
- An *Ouch Report* should be filled out any time that first aid is administered to a child. The director will make two copies. One copy will go to the parents. The original and the other copy should be given to the director. Parents will be notified of any injuries.

VI.PROMOTION

- Children will be promoted based on their developmental skills from birth through two years of age. After they reach the 2 year old class, they will be promoted each year by birthdate.

VII.VOLUNTEER RESPONSIBILITIES

A. All Volunteers:

Our volunteer staff is a vital element of our Preschool Department. In order to ensure the safety of our children and our workers, the following policies are in place:

- Please arrive on time. We have many parents and visitors who are here early and we don't want them to spend time waiting on a teacher to arrive.
- No children under the age of fifteen will be allowed to serve or stay in the nursery rooms (ages 0-23 months).

- Nursery volunteers are serving in a very important role. Look upon your time with the children as an opportunity to relate to them and to show them God's love. Share playtime, songs, books, hugs, discipline, and love with the children. *You are making a difference in their lives.*
- If you are unable to be present at your scheduled time, it is your responsibility to trade with another volunteer or find a replacement. Only when you have exhausted all your resources should you call the Director. If you and your spouse are working in the nursery and one is unable to show up, it is your responsibility to find a replacement.
- Greet each parent and child warmly. Do not accept a child without a security sticker.
- Help get the child involved in play and draw his/her attention away from the departing parent.

B. Student Volunteers:

- Students are encouraged to serve as assistant helpers in the nursery. Students must be 15 years of age to serve in the preschool department, unless directly accompanied by their parents. When supervising children in the preschool area, an adult must always accompany student. This policy applies to all ministries.
- **If a student is not scheduled to work in the nursery, they should not gather in rooms where other students are working.**
- Students are to honor requests made of them by the adults they are assisting. If the student feels the request is out of line, he/she should speak with the Director.

VIII. Volunteer Procedures

- In order to maintain a healthy environment, the following procedures should be followed when changing diapers.
 - Wear disposable gloves.
 - Never leave a child unattended on the changing table.
 - Dispose of soiled diapers immediately in trash bag.
 - Sanitize the changing table with the cleaner provided immediately following a diaper change.
 - Wash hands after each change.
 - Toys that have been in the children's mouths should be put in the *Yucky Bucket* and rinsed with the cleaning solution provided.

IX. GENERAL INFORMATION

A. Playground:

- Volunteers should actively watch the children. This is not a time to talk with your peers. You are here for the children. Volunteers should be stationed around the playground so that all children at all locations can be seen.
- Shoes must be worn on the playground.
- Slides are for going down, not going up.
- Do not allow children to climb on the fence.
- No child of any age should be on the playground without adult supervision during any church service or function.

B. Room Cleaning:

- All volunteers should complete the items on the room check-out list before leaving the room.

C. Resource Room:

- The resource room may be used by teachers and volunteers in the Preschool/Children's Department.
- Anything taken from the resource room needs to be returned the same day. (ex. Scissors, glue, crayons, etc.)
- Let the director know if there is something you need that is not in the resource room.
- For supply needs please complete supply list forms and leave in director's box.

D. Director & Assistants

The Director and assistants are here to serve the children, parents, teachers and volunteers. If you have any questions or concerns please contact us at 232-0020 or you can email one of us:

Christy Anderson – Director of Children – christy@lindsaylane.org

Tammy Fleming – Director of Preschool – tammy@lindsaylane.org

Amanda Tedford – assistant – amanda@lindsaylane.org