



# Preschool Policies



FBC Friendswood  
Friendswood, Texas





# Children's Ministry



The Children's Ministry of FBCF exists to provide boys and girls with an opportunity to have a personal and growing relationship with Jesus Christ.

It is our desire to partner with parents in raising great kids!

The Preschool Area is a division of the Children's Ministry and is guided by our Children's Minister, Preschool Coordinator, and the Preschool Ministry Team.

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## **Preschool Classes Sunday AM**

Our Infant/Toddler classes are divided into age groups as follows:

- Babies (0-6 months)
- Creepers (6-12 months)
- Toddler A (12-18 months)
- Toddler B (18-24 months)

These classes do not promote on the merit of age alone. The preschool coordinator will work with you on an individual basis to determine your child's readiness to promote to the next class. Based on developmental factors such as stranger/separation anxiety; the accomplishment of physical developmental milestones such as sitting alone, pulling up, walking as well as parental and child readiness. Classes will also be determined by numbers of children.

Promotion after the toddler classes is dependent on birth date. Promotion to the two year old class requires the 2<sup>nd</sup> birthday to be by August 31<sup>st</sup>, the same qualification as the school districts. This puts the children together with those who would be their classmates in school.

Childcare is provided for Sunday evening Bible Studies, certain Weekday Bible Studies, Small Groups (as approved by Preschool Ministry Team), Sunday School Class Fellowships (dates predetermined by Preschool Ministry Team). Childcare is also provided for church events when deemed necessary by the Preschool Ministry Team and/or the Church Staff. The Children's Minister and Preschool Coordinator will work closely with Small Groups to communicate any cancellations needed that would require the Small Group to make alternative childcare arrangements. (i.e.: VBS set up, Church-wide events, etc.)

## Drop Off and Pick Up Procedures

### Drop Off –

How to Check Your Children In with Parent Pager:

Touch “Child In”

Scan Prox ID card

Select Guardian

Select each child

Touch “Next”

Remove name tags from printer and apply to each child

Pick up check-in sheet from printer

Take each child and check-in sheet to assigned classroom

**If you have an infant or toddler requiring a pager, you must check in at kiosk.**



You as the parent or guardian are responsible for transporting your child to the door of his or her classroom. We cannot accept responsibility for your child's safety until the teacher or nursery worker receives the child from you, the parent.

To ease nursery congestion, we ask that only one adult drop off and/or pick up your child.

We also ask that parents not enter the classroom area but allow the worker to bring your child and his or her things to the door. This keeps the floors a lot cleaner for our creepers. It also is less frightening to the other children as well as provides a safer environment so that small children are not overlooked and injured.

At no time should parents leave the church grounds without the knowledge of the Preschool Coordinator.

After you have completed the check-in procedure, we ask that you simply wave a quick good-bye and leave for the worship service or other activity.

As we all know, it is normal for little ones to cry a bit when leaving a parent.

Usually this does not last long and becomes easier with time. Our leaders will immediately try to create an interest in a toy or activity and reassure the child that you will return after the designated activity. If your child cries for more than 15 minutes, we will locate you and ask you to return.

### Pick Up-

Parents should return promptly after the conclusion of an activity to pick up their children. This helps ease apprehension preschoolers often feel when waiting to be picked up.

We ask that siblings wait outside to ease congestion and promote safety. We will not release any preschooler to another child/sibling.

## **Babies/Toddlers What To Bring**

Please bring and label the following items:

- Diaper Bag
- Diapers
- Bottles
- Pacifiers
- Sippie Cups
- A Change of Clothes
- Blankets
- Wipes

Please label all your items with a paint/sharpen pen.

We also ask that you do not bring toys from home unless your child has an attachment to a toy/stuffed animal that is a security object. This ensures that personal toys are not lost, damaged, fought over, or taken by another child. We try to provide interesting and age appropriate toys to make a happy stay for your child.

Please do not allow your child to bring food, chewing gum, candy, or soda to class.

## **Security Measures**

Your child's security is of our utmost concern. We want you to know that we take security matters very seriously and constantly strive to improve the ways that we protect your children while they are in our care. The following are security measures that are currently in place.

Parent Pager (procedures explained on page 2)  
Security Team

Our church has a great team of men who serve each week as a security team. This is to observe for suspicious activity of any kind, as well as assist with emergencies.

Worker Policies

Our classroom areas all have windows in the hallway and between rooms so that workers can see each other and parents can see workers at all times. The classroom doors are only closed on the bottom.

We require that two workers be in a room at all times. If one needs to leave for any reason, the preschool coordinator will replace that worker until he or she returns.

Diaper changes are to take place in full view of other workers on the changing station located in the room.

## **General Policies**

Most adult Sunday School classes are located in the same building as our preschool classes. Your close proximity makes it easier to drop off and pick up your children.

Outdoors- Occasionally children will play outdoors on our fenced play area with age appropriate toys.

We have an open door policy. Parents may come by at any time. However, we ask that if you feel the need to check on your child, you do so without being seen by your child. If your child sees you and then you leave again, it is difficult for your child to understand when you are “really” coming back and also puts the worker in the position of calming your child again. There are windows that you may observe through or you may ask the preschool coordinator to look in and give you a report.

We would prefer that parents not stay in the preschool areas for the entire class but understand that some children have separation /stranger anxiety issues. If you are dealing with this common problem, we recommend that you stay until your child is comfortable or engaged in another activity and then attempt to leave, making each departure gradually sooner than the last.

We ask that all parents of infants and toddlers fill out an “All About Me” form so that we may better serve the needs of you and our child. If you have any special instructions, we ask that you put these in writing on this form. We also ask that any medical needs (food allergies) be listed in our Parent Pager System.

Designated parking- there are specially marked spots near Building B for parents of infants.

If you have a special needs child, please inform your child’s teacher and the preschool coordinator and we will do our best to accommodate any special requests or preferences that you may have. We welcome all children in our preschool department but may need you to work more closely with us in these cases.

### **ETC (Extended Teaching Care)**

ETC is provided by parents and volunteers who serve on a rotating basis. These adults, known church-wide as VIP’s (Volunteers in Preschool), are a vital part of allowing parents to attend worship and Sunday School in the 11:00 hour. All parents of preschoolers are asked to serve once quarterly to make this ministry a success. Parents are added once they have been attending FBCF on a regular basis for 6 months or once a newborn has reached 6 months of age. All VIP’s must submit to a background check.



# Emergency Procedures

## Injury

We have several registered nurses and EMS personnel attending our church who have agreed to volunteer their services should an emergency arise.

The classroom workers will notify the preschool coordinator should an injury occur. The preschool coordinator will ask the deacon sentry to locate the parent and contact emergency personnel.

## Severe Weather

In case of severe weather, we will advise the workers to shelter in place under infant beds or tables, away from windows and await further instruction from the preschool coordinator. If the weather is extremely severe, we may move the children to an inner room on the first floor of the building.

## Fire

In case of fire, workers are to follow fire emergency routes posted in each room.

The babies and young toddlers will be placed as space allows in one or two beds with the rails up. They will then be wheeled by the workers to the designated areas.

Older toddlers and preschoolers will be instructed to join hands and will be escorted by the workers to the parking lot.

If evacuation is made impossible by smoke or flames, the workers will be instructed to return to their rooms, shut the doors, soak towels and blankets to place around the door frame and await assistance from the fire department.

If a small fire should occur in the building, the preschool coordinator will be responsible for calling the fire department.

## Chemical/Terrorism/Dangerous Person Emergencies

Workers shall be instructed to shut all doors and windows and shelter inside awaiting further instruction from the preschool coordinator or appropriate authorities.



## Health Policies

We do provide an environment of well child care. We follow the Texas Department of Health official guidelines for communicable diseases. These guidelines help us determine whether to exclude a child for health reasons and when a sick child may return to play. Please assist us in having consideration for other children that are attending and please do not bring your child to activities if he or she is sick.

Children should be excluded from the childcare setting for the following:

Any of the following symptoms: fever > 100.4 degrees F, vomiting, lethargy, irritability, persistent crying, signs of difficulty breathing

Diarrhea until resolved

Mouth sores unless deemed non-infectious by your pediatrician

Rash with OR without fever unless deemed non-infectious by your pediatrician

Any eye drainage, admission denied until resolved, regardless of treatment

Head lice or scabies

Chicken pox, measles, mumps, rubella, tuberculosis, pertussis, Hepatitis A, until given consent to return by your pediatrician

Impetigo or strep throat, until treatment has been initiated for 24 hours

Flu/Swine Flu (we will adhere to the most current CDC guidelines)

If your child has been ill, please make sure that they have been fever free without any medication for 24 hours as well as exhibiting no symptoms of illness within the past 24 hours. The preschool coordinator has the right to refuse care for any child that has any of the above mentioned illnesses.

We welcome babies from the newborn age and up. However, we do recommend that you consult with your pediatrician before placing a baby less than 2 months of age into nursery care. These babies who have not been vaccinated have weakened immune systems and are especially vulnerable to disease. A fever or other signs of illness in this age group can be very serious and should be reported to your physician immediately.



## **Potty Needs**

### Diaper Changing

Diaper changing is performed on changing stations provided in each room  
Each child is checked hourly for a wet or soiled diaper  
Non-latex gloves are to be worn by all workers for every diaper change  
Sanitary disposable papers are used underneath each child and the changing table is disinfected frequently  
Each child is assigned a bed-upon admission. The sheets will be laundered at the church after each child's use.

### Toilet Training

We desire to work with you in the challenging task of potty training a toddler. Please inform the nursery worker of your child's individual need and we will do you best to be as consistent with your child as possible. Please remember to pack a change to clothes in case of an accident. Your child will be much more comfortable and less embarrassed in his or her own clothing. Each toddler room is equipped with kid friendly restrooms. Each restroom has a window in the door so that all children can be safely monitored and that neither worker is isolated from the other. We strongly encourage you to attempt to have your child potty trained or at least well into the process by the time they enter the three year old class as this classroom is not equipped with a changing table. As such we may have to request that you return to attend to any changing needs that arise.

## **Feeding Policies**

We have a nursing room for the convenience of nursing mothers and their babies. The room is equipped with rocking chairs as well as a diaper changing station and a sink. We ask that only nursing mothers and their babies use this room. You are welcome to come and nurse at any time. If your baby seems to be hungry, we will page you through our Parent Pager system.

We will gladly accept expressed breast milk in a bottle for your baby as long as the bottle is clearly labeled with your baby's full name. We will not accept unlabeled bottles of milk



## **Food Policies**

Babies will be given FDA approved infant formula, juice, or water as provided and instructed by the parent until one year of age. Please avoid sending glass bottles or cups.

Each toddler and young preschooler will be provided with a snack (cheerios and/or goldfish) and a drink (apple juice or water) each session. Please inform your child's teacher if you do not wish us to administer a snack.

You may send a labeled sippie cup for your toddler to have during class

Please inform the teacher if your child has any severe food allergies

Children should NOT bring food from home unless arrangements have been made with the Preschool Coordinator.

We generally do not serve meals sent from home unless during special circumstances such as nighttime activities, etc. This causes conflict among the children as some parents send meals and others do not.

## **Discipline Policies**

If a toddler or preschooler does something the teacher perceives as wrong, such as hitting or pushing another child, the worker will enact a brief and supervised removal from the situation. If this fails to resolve the conflict and the child becomes more angry or agitated,, the teacher will send for the parent or guardian.

In general, negative actions will be ignored if possible and positive actions will be verbally reinforced.

Under no circumstances will any worker ever be allowed to physically punish any child in our care.

We strongly disapprove of any negative or derogatory comments made about the children in or out of their presence.

No child will be allowed to participate or conduct any discipline of another.

We will never use food or drink deprivation as a means of discipline.

### **Biting**

If a child is bitten, we will notify the Preschool Coordinator immediately and fill out an accident report as well as notify both sets of parents.

If the skin is broken, the area will be cleaned with antibacterial soap, water and hydrogen peroxide (using Standard Precautions). If the skin is not broken, the area will be cleansed with antibacterial soap and water and ice will be applied to the area.

## Reporting Suspected Abuse and Neglect

While we will do everything in our power to prevent your child from being injured, as parents you know that accidents are not completely unavoidable and do occur from time to time. If an accident does occur, the teacher will notify the parent of the incident as well as fill out an injury report to be given to the Preschool Coordinator, Minister to Children and the parent.

If at any time you believe your child has been mistreated or neglected while in preschool care, please notify the Preschool Coordinator or Minister to Children immediately. They will begin an immediate investigation of the situation and seek to remedy it at once.

## Parents and Teachers as Partners

Below are some ways that you can help to make your child's experience in our church preschool department a fun and exciting time that will enhance your own spiritual training at home.

Help your child to establish a habit of regular attendance.

Take time to look at the papers that your child brings home. Ask questions about what he or she learned. Convey genuine interest. Children love to be listened to.

Display your child's work just for the week and seek opportunities to use it as a tool to remind your child about what he or she learned in Sunday School.

Take advantage of the suggested activities listed in the take-home sheets.

Get to know your child's teacher and try to work together on any problems that might arise. Never discuss problems in front of the child.

Maintain a positive, enthusiastic attitude toward your child's teacher.

Make time to live, work and play as a family unit at home.

Talk to your child's teacher if something upsetting has happened that might change your child's demeanor temporarily. It will help the teacher be sensitive to your child's needs.

Help your child to look forward to and eagerly anticipate upcoming activities in the preschool department.

