



Preschool & Children's Ministry Policies & Procedures

We consider it a privilege to disciple children through our Preschool & Children's Ministry. We are committed to introducing the next generation to Jesus & helping them understand and apply the Word of God. One aspect of accomplishing this mission is to ensure the safety & security of all children when they are in our church facility. And we take such matters very seriously. That is why we have established the Policies & Procedures contained within this document. Each quarter we evaluate these measures and assess how efficiently we are implementing them. We then make any corresponding updates or changes we feel are necessary. We ask that you take a moment to review this information and let us know if we can provide greater clarity on these matters. And please do keep in mind that any time a policy "requires" a parent to do something specific, or we ask you to comply with a request, it's simply because we want to ensure the safety and well-being of your child – and all children – when they are in the church facility.

General Policies & Procedures

1. All children are required to be registered and checked-in before entering their classroom.
2. All children will be assigned rooms according to their age group. **The Preschool and Children's Director will be in contact with the parents to decide when to promote children to the next class.**
3. Children may enter their classroom 15 minutes prior to the start of class.
4. Parents/Guardians should pick up children no later than 15 minutes after the conclusion of the worship service.
5. Children may be taken to their room and picked up by a parent, grandparent, legal guardian, or other family members that have been designated by their legal guardian.
6. All parents, family members, and legal guardians must follow the same procedures for drop-off/pick-up.
7. If your child has any allergies or medical alerts that we should know about, please inform us by writing it on the **GREEN** sticker (located at the check-in kiosk) and placing it on their nametag.

8. If your child is being potty-trained, please inform us by placing a **PINK** sticker (located at the check-in kiosk) next to their nametag so our teachers can properly care for your child.
9. **Please be sure to LABEL items such as your child's diaper bag and any clothing, blankets, bottles, etc.**
10. Do not bring children who have exhibited fever or any infectious symptoms in the last 24 hours. We will notify you immediately if symptoms begin after your child arrives and move them to a safe place until you arrive.
11. Please keep the Preschool/Children's Director informed of any illness that may have occurred following the session. We clean toys during and after the sessions so that everything is ready for future use. All rooms are cleaned following the session.
12. **We ask that all parents and older children remain outside the room when dropping off or picking up their child.** This helps ensure the safety and security of all children.
13. Snack typically consists of goldfish and juice. **If your child has any allergies, please inform the Preschool/Children's Director.**

Safety & Security Procedures (including emergency and evacuation procedures)

1. All teachers/leaders/volunteers (must be 18 years of age or older) and staff employees are required to complete a mandatory Background Check done by Brentwood Baptist Church.
2. Please alert the Preschool/Children's Director as soon as possible about any personal physical, mental, or emotional health concern that may affect your ability to serve.
3. Leaders are required by state law to report any child abuse incident, and we fully comply with this requirement. The state law of Tennessee will protect any teacher, parent, adult, or leader when a suspected incident has been reported by a child or an adult. The church may be held liable if information has not been shared about a child abuse report or indication and question surrounding a child.
4. Each child is required to have a security nametag before entering a preschool classroom. Parents/guardians must keep the second copy of the security nametag in order to pickup their child. If the security nametag sticker is lost, parents must see the Preschool/Children's Director. A current driver's license will be required upon request.
5. Parents/guardians are asked to communicate any changes in custodial care of children, as well as any legal restrictions related to the child's custody. The request should be written for the protection of the child and leaders.
6. Parents/guardians of infants up to 3 years old will be asked to leave their cell phone number in case the teacher/leader needs to reach them (Please keep your cell phone on vibrate during this time).
7. When a child has been injured in any way, the Preschool/Children's Director should be contacted immediately. A mandatory incident report will be completed and given to the appropriate staff member (copies of this form are available to parents at any time).

8. All classrooms will have at least two teachers at all times.
9. In the event of an intruder, teachers are instructed to lock their doors immediately and move children out of sight from the window in the door. An “all clear” will be given when the danger no longer exists.

Health & Safety Procedures

1. Make sure the indoor environment is safe.
 - a. Good cleaning procedures are used in each classroom, hallway, and entryway.
 - b. The small glass windows on each class door are clear and visible into the room.
 - c. Kneel down and look for items that might be under tables, chairs, and equipment in the room that might pose a safety hazard for children before the session begins.
 - d. Make sure cribs are ready to use in case of an evacuation need.
 - e. Furniture is in good condition (no splintering or cracks).
 - f. Safety covers are on all outlets.
 - g. The room contents fit the age group and program needs for those who use the space.
2. Cleaning and disinfectant materials should be kept in cabinets out of the reach of children.
3. These toy safety guidelines should be followed by all preschool leaders and teachers:
 - a. Toys should be plastic and disinfected after the child finishes using one.
 - b. Stuffed animals or dolls with hair are not recommended, as they cannot be disinfected.
 - c. Examine plastic, wooden, or toys with string for damage.
 - d. No toy less than 1 ½ inch in diameter is used. Mouthing toys should be larger in diameter.
 - e. The use of toys by correct ages is observed. Labels are read and designated to the correct room and age of child.
4. For the protection of all children, parents are asked **NOT** to bring their children to church if they display the following symptoms:
 - a. Fever – currently or within the previous 24 hours
 - b. Vomiting or diarrhea in the previous 24 hours
 - c. Any symptom of a childhood disease such as scarlet fever, German measles, mumps, chicken pox, or whooping cough
 - d. Common cold – sore throat, green runny nose, etc.
 - e. Any unexplained rash
 - f. Head lice
 - g. Pink eye or another eye infection
 - h. Hand, foot, and mouth disease
 - i. Croup or persistent cough

5. If a child exhibits or develops any of these symptoms while at church, the child will be isolated, and their parents will be contacted immediately by phone or texting. The parent will need to take the child home.
6. If children begin to experience any infectious disease following a Sunday morning session, we ask that parents contact the Preschool/Children's Director immediately.
7. Only parents will be able to administer medications.
8. Parents are asked to let us know when their child develops an allergy of any kind. Also, parents should place an allergy sticker (**GREEN**) on the child's nametag when check-in at church occurs. Parents are asked to write the allergy on the sticker.
9. All teachers and volunteers are asked to wash their hands as soon as they enter the classroom and throughout the morning when needed.

Parent Rotation

1. It is encouraged that each parent/guardian serve on the parent rotation at least once every 6-8 weeks.
2. Parents are provided with the curriculum and all supplies needed to teach the lesson. They will be emailed the lesson plan in the week leading up to the Sunday that they will serve and will find all necessary items in the classroom on Sunday morning.
3. When the parent arrives, he/she should check in at the check-in computer to receive a nametag.

Leader Policies/Procedures

A separate Preschool/Children's Ministry Leader Policy Handbook is available to view at any time. Please contact the Preschool/Children's Director if you would like to see the Leader Policy Handbook.

"Love Your Neighbor"

Our main rule in the Preschool/Children's Ministry is to "love our neighbor." This translates on the basic level to treating our friends kindly. This means we encourage sharing toys, taking turns, not throwing or hitting, and listening to others. We find it helpful for parents to know the basic lessons we are teaching children so they can relay these messages at home as well. The more the "love our neighbor" rule is taught, the easier it will be to communicate that with the children to ensure that they have an enjoyable and safe experience.