

PRESCHOOL and CHILDREN POLICY HANDBOOK



*These policies have been adopted
by Westwood Baptist Church.*

*Adopted 2004
Revised 2012*

WESTWOOD BAPTIST CHURCH

Westwood Baptist Church Preschool and Children Policy Handbook

MINISTRY STATEMENT

The purpose of the Preschool and Children's Department is to provide a quality teaching ministry for children and their families as well as a safe, secure, and healthy environment.

GUIDELINES FOR PRESCHOOLERS, CHILDREN AND THEIR PARENTS

1. Preschoolers (babies through Kindergarten) and parents or an authorized adult must check in at the information desk on the Preschool Hall to receive security tag. The tag must be presented when you pick up the child. Beepers will be available on request. An updated information card must be completed on all preschoolers every year. Parents must make sure all items are labeled (diaper bags, bottles, etc.) Please discourage your child from bringing toys, books, etc. from home because they may get lost or broken.
2. When arriving at the classroom door, please knock and the teacher will come to the door to receive your child. Parents should remain outside the classroom.
3. A parent, or authorized adult must be present in the church facilities at all times when placing a child in the Preschool Program. If someone other than the parent is responsible for the preschooler, this information must be recorded at the Preschool Information Desk.
4. For the safety and well being of all preschoolers, children above Kindergarten will not be allowed in the Preschool classrooms during Sunday School, Extended Session, Wednesday Night Activities, or any special event nursery time. Arrangements must be made for older children to attend worship services.
5. A child must not be left in a classroom unless a teacher is present.
6. Family members and friends, with the exception of nursing mothers, are encouraged to refrain from visiting their child during programming. These visits are disruptive to the class and the child.
7. A light snack (cookies and juice) will be served to toddlers through Kindergarten during Sunday School. No food will be given to babies except the food that is furnished by parents.

8. Bed babies and toddlers will be transferred based on the development and need of the child rather than age. Other preschoolers will be grouped by birthdates.
9. Youth, grades 7-12, may help in the Preschool Department with their parent's consent and only when they are not missing a youth event or worship service. There must be an adult present when a youth is helping in a classroom.
10. Extended Teaching Care is provided during Sunday Worship Services for preschoolers in birth through Kindergarten classes. Parents of preschoolers are encouraged to serve in this ministry on a rotation basis.

GUIDELINES FOR PRESCHOOL AND CHILDREN'S WORKERS

Activity teaching with preschoolers occurs when a person uses play to achieve a spiritual purpose. It must be planned with a specific goal in mind. Activities also require active involvement and guidance of a teacher. Bible truths are taught through activities that include books, blocks, puzzles, homeliving area and music.

Preschool and children's education incorporates learning opportunities focusing on God, Jesus, the Bible, church, nature, families, others and self.

All literature to be used by the children and preschool ministry must be approved by the Christian Education Committee or the appropriate ministerial staff member and must be Bible-based, Christ-centered and planned for the growth of preschoolers, children and youth.

GUIDELINES FOR PRESCHOOL TEACHERS

1. A class is never, for any reason, left unattended.
2. Teachers must wash their hands immediately upon arrival to the classroom.
3. There should always be two teachers present in a room.
4. Preschool teachers are responsible for sanitation of toys and equipment and for leaving rooms clean and free from clutter. Rooms should be left clean and ready for the next session. Toys, cribs, and equipment used in baby through two-year rooms are washed with Clorox Anywhere hard surface daily sanitizing spray or wiped with Clorox disinfecting wipes.
5. Teachers are responsible for making sure that preschoolers' hands are washed after using the toilet, using a tissue, and before eating or serving food.
6. During class time Teachers should not eat or drink in the Preschool Rooms with the exception of snacks provided by the church. Hot drinks are not allowed when children are present.
7. Clean sheets are put on cribs before each use.

8. Balloons are not used in Preschool Classrooms.
9. Toys and books should be age-appropriate for each class. Please do not move toys and books to another classroom.
10. All infants will be placed on their backs when put in a crib.

GUIDELINES FOR PRESCHOOL AND CHILDREN'S WORKERS

1. No peanut product is allowed for food or craft.
2. Preschoolers and children are not permitted in the resource rooms including toy closet, art supply room and teaching resource rooms.
3. Prior arrangements with the Properties Committee or church staff should be made before furniture is removed from a classroom.
4. Teaching pictures and other educational materials are displayed at child's eye level. Wall decorations are kept to a minimum and not to be over stimulating.
5. Teachers are expected to use curriculum approved by the Christian Education Committee.
6. Visuals depicting only realistic parts of God's creation will be used. No fantasy pictures or toys shall be displayed or included in rooms.
7. Children under the age of 10 are not permitted on the elevator without adult supervision.
8. Only children ages 2-12 are allowed on the playground. Caution should be exercised with 2 and 3 year olds on the playground. Extra supervision may be needed for some children.
9. Any child on church grounds, unless accompanied by an adult, must be involved in a church-sponsored activity. After the activity is completed and the teacher is gone, the room is closed.

RISK MANAGEMENT

VOLUNTEERS

A volunteer (during the worship services) must be a member of the church or Sunday School department for a minimum of six months. All prospective volunteer teachers and workers must complete a questionnaire, which includes consent for a criminal background check. The background check must be completely approved before volunteers may serve. An adult with no known prior incidents of sexual misconduct with minors may serve in any capacity involving supervision of children.

HEALTH POLICIES

Infectious Disease

As Christians, we believe that we are commanded by God to respond to the spiritual and physical needs of all people. To carry out this ministry, we desire to respond with compassion to both spiritual and physical needs of children and their families. We will make every effort to provide a loving and safe environment for all that come to our church.

An infectious disease is any disease that spreads from one person to another person. This includes, but is not limited to, common childhood diseases such as chicken pox, measles, mumps, respiratory and digestive illnesses.

If a child or teacher is known to have an infectious disease, it is requested that the Director of Preschool/Children's Department be informed. When it is known that a group of children have been exposed to an infectious disease, parents and teachers of children are notified.

Parents and teachers are asked not to bring their child to a church program or function if any of the following conditions exist:

Temperature over 100.6 degrees in the last 24 hours

Vomiting — in the last 24 hours

Diarrhea — in the last 24 hours

Strep throat — 24 hours after 1st dose of medication

Severe coughing

Pink eye

Body or head lice

Undiagnosed rash

Open skin lesions

Any symptom of infectious childhood disease

Parents will be required to immediately remove any child who becomes ill during the church function or activity from the Preschool Department. Teachers are not to give any type of medication to any preschooler or child.

Diaper Changing

Wearing sterile (non-latex) gloves is encouraged when changing diapers. Clean gloves are used with each individual diaper change (even when changing your own child). Diapers are changed on a non-porous surface or in the infant's crib. Clean disposable changing paper is used with each change.

All diapers, gloves and changing paper are placed in a special diaper trashcan.

Hands are washed before and after each diaper change.

Diaper changing is not recommended during pregnancy.

FIRST AID

Gloves are worn when administering first aid.

The teacher will treat minor injuries. First aid supplies are provided in the supply room on the Children's hall.

Teachers should be provided a written record of serious allergies, health, behavioral problems, peculiarities in feeding or any special needs of preschoolers/children.

The teacher should inform the parents and office when an injury has occurred and fill out an information sheet. Children or youth must not be allowed to assist injured children. Only adults shall render First Aid.

EVACUATION PLAN

Each classroom has an evacuation plan posted by the door. In the event of evacuation, teachers will take preschoolers/children to the area specified on the evacuation map. Please do not come to your child's room to pick up your child. You will only find them in the specified area on the evacuation map.

AVAILABILITY OF CHILDCARE

Church facilities are available for childcare under the supervision of authorized personnel.

Childcare is provided regularly for Sunday School, Wednesday night services and Sunday Worship.

Childcare is provided for some other Westwood events, such as: Business meetings, Thanksgiving and Christmas special events, Winter Bible Study, First Friday Events and Discipleship Training.

Childcare will not be provided later than 9:00p.m.

The Christian Education Committee must approve any exceptions to these policies.

WESTWOOD **BAPTIST CHURCH**

Sexual Misconduct Prevention Policy

Sexual Abuse includes any contact or interaction between a child and another person in which the child is being used for the sexual stimulation of the perpetrator and/or any additional person. This contact or interaction can include rape, molestation, forcing a child to look at or fondle the sexual parts of another person, and exploitation of a child through pornography and prostitution.

Policy - Each church family will receive a copy of this policy and will be asked to familiarize themselves with its contents. All church staff and volunteers will be required to complete a background screening form prior to participating in preschool or children programs or activities.

One instructional objective of this church is to ensure that all staff and volunteers have a functional knowledge of issues pertaining to sexual abuse and comprehension of this policy.

In the event of an allegation, Social Services will be contacted when appropriate.

1. Individuals who have been convicted of either child sexual or physical abuse must not volunteer service in any church sponsored activity or program for preschoolers or children.
2. All volunteers working with preschoolers and children are required to be members of Westwood Baptist Church or Sunday School for a minimum of 6 months and have submitted to a background check.
3. Adult volunteers must observe the “two person rule.” This requires that volunteers are never alone or secluded with children or youth without at least one other adult present.
4. Volunteers must immediately report any observed abusive or inappropriate behavior to their supervisor.
5. Background checks will be updated every 5 years.

Expectations and Guidelines - On Site

1. Open Doors - All classroom doors must remain open (unless there is window in the door) when used in conjunction with children's or preschool classes and activities (unless there are 2 teachers).
2. Supervision will be maintained before, throughout, and after all events until the children are in the custody of parents or off the premises by a designated hall monitor.
3. Alone Policy - No one-on-one with a student. If a teacher and student are left alone, the teacher should move to an area of public view, such as doorway or hallway.
4. Bathroom Policy - Preschool bathroom doors should be partially open. Adults will assist with bathroom and diaper changing duties.
5. Preschool and Nursery Dismissal Policy - Children will only be released to properly identified and pre-authorized adults.

Expectation and Guidelines - Off Site

1. Written parental permission and notarized medical forms are required in advance of event.
2. Transportation situations - Staff or other volunteers transporting preschoolers or children for church sponsored events will not be alone with one child without parental approval.
3. Adequate supervision will be a minimum of 1 adult to 6 children. No one-on-one with a child .

Westwood Baptist Church Abuse Reporting Procedures

Purpose: By reporting you are helping to end the cycle of abuse and to ensure the safety of children. Sexual perpetrators have been found to have numerous victims and a high recidivism rate.

Any suspected abuse or inappropriate behavior should be reported to the chairman of the Education Committee and the lead pastor. Social Services will be contacted when appropriate.

Request for Criminal Records Check and Authorization

Westwood Baptist Church is requesting all staff and volunteers to authorize a criminal background check. This request will be used at the discretion of the pastor and/or Preschool/Children's Director.

I give Westwood Baptist Church permission to use any means necessary to secure any information which pertains to any record of driving convictions or convictions of child molestation or abuse contained in any criminal file concerning child molestation or abuse maintained on me whether local, state, or national. I hereby release Westwood Baptist Church from any and all liability resulting from such disclosure.

Signature

Print Name

Print Maiden Name if Applicable

Date of Birth

Place of Birth

Social Security Number

Today's Date

Record Sent to:

Name _____

Address _____

State/Zip Code _____

This information will be maintained in a secured file.