



PRESCHOOL POLICIES

Liberty Baptist Church
Chelsea, Alabama

Preschool Ministry Team

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PRESCHOOLERS ARE SPECIAL

at

Liberty Baptist Church



A Word From Our Preschool Staff

Dear Parents,

Welcome to the Preschool Ministry of Liberty Baptist Church. Your child is so important! We firmly believe that the first five years of life are ultimately important in building love, character, and a positive response to Christ and the church.

Thank you for the opportunity to minister to the many needs of your child, and to be a part of his or her spiritual growth and development. We trust in all we do at LBC, your preschooler will have a happy time at church and you will feel your child is in a safe, secure and loving environment.

We hope this booklet will provide information and clarification concerning the programs for your preschooler. If you have any questions or suggestions, please feel free to call.

Sincerely,

Becky King
Preschool Director

Purpose of the Preschool Ministry of Liberty Baptist Church

- To provide a safe, happy environment for the preschoolers in order to introduce them to God by planning and supporting meaningful and challenging activities.
- To make parents of preschool children feel comfortable and confident with the environment in which they are leaving their children by ensuring them that the staff and volunteers are well equipped to handle any situation. Also to provide developmental training opportunities to be better Godly parents.
- To provide challenging material and supplies, training, and support to the teachers, workers, and volunteers to enable God to use them to better lead our preschoolers by working with them to plan the activities that will best meet the needs of our preschool children.

“So then, everyone who hears my words and puts them into practice is like a wise man. He builds his house on the rock. The rain comes down. The water rises. The winds blow and beat against that house. But it does not fall. It is built on the rock.”

Matthew 7:24-25

Security

Anyone entering the Preschool areas is required to wear and keep visible a Security Badge the entire time they are in the area. This includes all parents, children, teachers and volunteers. Greeters are at all available entrances to ensure adherence to the Security Procedures.

Security Badges will be required at pick-up.

Leadership

Teachers in the Preschool Ministry have been members of Liberty Baptist Church for a minimum of 6 months, are age 18 or older, and have a completed application and background check on file.

A minimum of two teachers (2 females or a male and female) are with the children at all times.

Directors and/or coordinators are always available to answer questions or provide information.

Curriculum

Teaching materials used in the Preschool Ministry are selected, approved and provided by Liberty Baptist Church.

Learning experiences are planned and Bible lessons are reinforced with songs, Bible thoughts, and activities designed especially for preschoolers.

The Read to Me Bible for Kids is used in all classes.

How Can Parents Help?

- Bring your child to church regularly and at an early age.
- Try to keep Sunday morning calm, happy and unhurried.
- Your tension and fears will be picked up by your child. Make a conscious effort to talk about church as a happy place.
- Comfortable clothes and shoes make for the happiest child.
- Be prompt in picking up your child; come on time so he/she can reap the benefit of the entire teaching time.

Class Assignments

Preschoolers are assigned to classes based on their birthdates. Infants and crawlers are promoted based on physical development. Toddlers through 5-year olds remain in the same class until promotion in August.

What to Bring

When packing a diaper bag for your child, please include the following items: A minimum of two (2) disposable diapers (no cloth diapers, please), a complete change of clothes in case of accidents, a bottle or sippy cup of milk, formula, juice or water.

Please label all personal items (including diaper bags, bottles, pacifiers and sippy cups) with your child's name before arriving at your child's classroom. Diaper bag tags are provided by the church. You may request one from the Preschool Associate.

It is suggested that preschoolers be dressed in comfortable, loose-fitting, machine washable clothing that will not restrict free movement. The outdoor playgrounds are used when weather permits.

Children should not bring personal toys or other possessions to the preschool area, unless needed for security reasons.

Drop-off & Pick-up Procedures

Parents are asked not to enter classrooms. This distraction upsets other children and interrupts teaching in progress. A teacher will meet parents at the door to receive the child, diaper bag, and other necessary items.

Parents should inform the teacher upon arrival of any information that will help in caring for your child such as feeding time, sleeping times, allergies, and special needs.

Drop-off & Pick-up Procedures (cont')

Vibrating pagers are available at Welcome Centers. Parents of babies and toddlers are encouraged to always take a pager anytime your child is in the Preschool area. Please return pagers to the Welcome Centers.

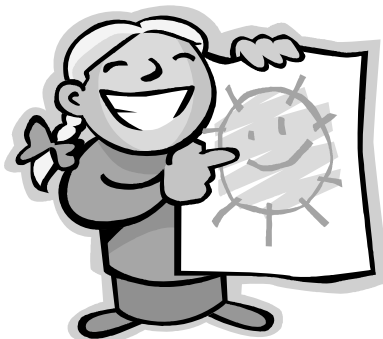
When you come to pick up your child, we will verify that your security badge matches your child's badge and then release your child to you. Please make sure that all your child's personal items have been returned to you before leaving the premises.

Bottles & Snacks

Infants will be fed formula, milk, juice or water as provided by the parent in plastic bottles. A nursing room is available for the convenience of nursing mothers.

Age appropriate snacks are provided and consist of water or Apple Juice and one of the following: Cheerios, Soda Crackers, Hi Ho Crackers, Gold Fish, Vanilla Wafers or Animal Crackers. Ingredient labels are available through the Preschool Director.

Please inform your child's teacher of any allergies. "Allergy Alert" stickers are available at the Welcome Center for your child to wear or place on their bag. For severe allergies, please speak to a Director about filling out an "Allergy Alert" form.



Help Us Help Your Child

In order to keep preschoolers healthy and help sick preschoolers recover, we ask that you adhere to the following guidelines. We want to provide a safe, healthy environment for the children. All Liberty Baptist Church children's programs have adopted the guidelines below.

Upon the recommendation of the Committee on Control of Infectious Diseases of the American Academy of Pediatrics, children who have any of the following conditions should not be brought to a church program or function and will not be accepted into the preschool area.

- A temperature of 100 degrees, or higher, in the past 24 hours.
- Vomiting, in the past 24 hours
- Uncontrolled diarrhea, in the past 24 hours
- Severe coughing
- Common cold, from onset through one week
- Sore throat
- Pink eye or other eye infection
- Head or body lice
- Any unexplained rash
- Any skin infection-boils, ringworm, impetigo
- Any symptom of infectious childhood disease.



If a child appears ill during the time he/she is in the preschool area, they will be isolated and the parents contacted.

No preschool teachers or employees may administer ANY medications.

Any serious allergies, problems, peculiarities of feeding, etc. should be reported to the department director.

If your child does contract a childhood disease following a session in a preschool room, please inform the Preschool Director so that they may inform the other parents to take preventive care.

Parents having children with special needs are encouraged to contact the Preschool Director before bringing the child to the nursery.

Diaper Changing and Potty Time

Disposable gloves are used with each diaper change.

Male teachers **should not** change diapers or to assist in toileting female children.

Mattresses and changing areas are disinfected by spraying with a sanitizing, non-toxic solution.

Playground

Children are scheduled a 15-20 minute time on the outdoor, age-appropriate playground, as weather permits.



Behavior & Discipline

When biting, scratching or hitting occurs, the child is told “no” and placed in a time-out setting so as not to injure any other children, and the parent is notified. If this occurs a second time, the parent will be asked to come and stay with the child to assist the teachers. This is for the safety of the other children in the ministry.

We will never release the name of the child who is biting, scratching or hitting.

These type of problems are handled on an individual basis. We will attempt to work with the child and the parent, but safety is always our first concern. We must consider what is best for the classroom as a whole. Please understand that this policy is for the protection of all of our children.

Parent Involvement

Sunday Morning Schedule:

9:15 Preschool Sunday school

10:45 Preschool Sunday school

 J.A.M. (Jesus and me) for Kindergarten

Wednesday Schedule: Babies - Five's

6:30—7:30 Babies - 2's Childcare

6:30—7:30 3's through 5's M & M (Music and Missions)

Parents may drop children off at 6:20pm. We ask that you pick up your child no later than 7:45pm. Any child remaining after that time will be taken to childcare.

If you have a preschool-age child and are a regular attendee at Liberty Baptist Church, we ask that you serve as a volunteer in the preschool department. Our parent rotation systems provide parents an opportunity to be involved with their child's Sunday experience, and allow preschoolers to be cared for during all worship services. If your child shares in the use of the preschool facilities, we urge you to also share in the responsibility of adequate and quality care by taking your turn.

Did you know...?

Preschool facilities will be open to receive preschool children age birth through kindergarten, 10 minutes before regular church-wide activities and services.

Preschoolers may be brought to the preschool areas only when the person bringing them is attending a church function.

Preschool facilities will close when each child has been picked up by the responsible parent. Children must be picked up immediately following any church activity.

Older siblings will not be allowed to drop off or pick up your child.

Under no circumstances are children to be left in the preschool area unattended at any time.

Parents, other family members and friends are asked not to visit the child, or to "look in" on him/her. Parents will be notified immediately if a child seems unduly upset and unable to adjust to the classroom routine.

For the best interest of the child, parents are encouraged to see that the child will be in a preschool classroom no more than three hours at any given time. It is suggested that careful consideration be given to the number of times per week a child is left in the preschool area.

Sunday Evenings, Wednesday Evenings, and Special Events Childcare Guidelines

The purpose of the Preschool Ministry is to provide a spiritual foundation for young children. Secondary to this purpose is the necessary childcare for the ongoing ministry of the church

Routine Hours

Childcare is provided for routine, on-going functions of the church during the following set hours:

Bed Babies – 3 year olds

Sunday: 6:00p.m. – end of service

4 & 5 year olds

Sunday: Children age 4 & 5 (by September 1) should attend the evening service.

Bed Babies—K5

Wednesday: 7:30—9:00p.m. childcare provided for children when both parents are attending Celebration Choir rehearsal.

If only one parent attends rehearsal we ask the parent not attending take their child home when possible.