

PRESCHOOL MINISTRY POLICIES AND PROCEDURES

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Acknowledgements

Dear Friend,

We thank God for preschoolers and the opportunity we have to teach them at church. We want them to feel loved, and have happy church experiences as they grow. We take seriously our privilege and responsibility to provide quality Bible-teaching and quality care in a clean and safe learning environment at church.

We have compiled this Policies and Procedures Manual to provide information and clarification concerning the programs and ministries for preschool age children. These guidelines are not intended to be restrictive but rather to enhance and improve our ministry.

Please read this manual carefully and cooperate with us in this effort. If you have questions and/or suggestions, please feel free to call us.

Our prayer is that you and your family will have many happy and rewarding experiences through your involvement in the preschool ministry of University Parkway.

Only By Grace,

Matthew Cloyd
Pastor of Families

This policies and procedures manual is the result of sustained, prayerful, reasoned efforts to provide a safe and secure environment for our preschoolers.

Acknowledging “God created man in His own image, in the image of God He created him; male and female He created them.” (Gen. 1:27), for the sake of consistency and clarity of this manual, references to preschoolers as he, his or him are to be understood as non-gender specific and intend to be interpreted by the reader as male and female in application.

References to Pastor to Families in this manual are meant to refer to the person filling that position on a full-time staff basis or the volunteer or part time church approved designee responsible for preschool ministry.

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Revised: Not yet applicable

University Parkway Baptist Church, has established and approved this Policies and Procedures Manual with the sole intention and purpose of establishing policies and procedures applicable to its ministry to Preschoolers and their families based on its unique needs and requirements. These policies reflect the principles and convictions of University Parkway Baptist Church, and should not be reproduced as a template for any other program as individual needs and policies will vary.

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Mission Statement

The Livewire Preschool Ministry of University Parkway Baptist Church exists to provide a secure, nurturing environment for preschoolers where biblical truths are taught as a foundation for salvation and Christian living.

Purpose of Livewire Preschool Ministry

“And Jesus grew in wisdom and stature, and in favor with God and men.”
(Luke 2:52, NIV)

Our goals for the growth of our children are based on the fact that children grow just as Jesus grew – mentally (in wisdom), physically (in stature), socially/emotionally (in favor with man), and spiritually (in favor with God).

Therefore we seek to:

- Lay a strong spiritual foundation in the life of each preschooler we teach, helping them realize that they were created by God.
- Help preschoolers begin to understand
 - God is creator, giver of all good things;
 - Jesus is God’s Son and our best friend; and the
 - Bible is the true, special book that tells about God and Jesus.
- Make church a happy, clean, and safe place to learn Bible truths
- Provide activity-based teaching, which includes Bible-learning activities that allow preschoolers to make progress in problem solving, sharing, expressing themselves in appropriate ways, thinking of others with kindness, and learning to love others as themselves.
- Partner with the home in nurturing the spiritual growth of the young child.
- Encourage parents/guardians to actively participate in worship, Bible study, fellowship, and ministry opportunities.

Activity-Based Teaching Approach

Preschoolers are children from birth through age five. They can be described in one word: ACTIVE! They are constantly exploring their environment and actively learning. Because preschoolers are always learning, we are always teaching. Preschoolers need to be challenged with activities for which they are ready and which help them grow as Jesus grew – in body, mind, and spirit.

Deuteronomy 6:5-7 instructs adults to teach children as they go about the everyday, familiar activities of life. This biblical principle is implemented at church as we utilize all or some of the following Bible teaching activities for all age levels of preschoolers: Books, Puzzles, Art, Blocks, Home living, Dramatic Play, Nature, and Music. Each activity is planned to help children learn a Bible truth. The active involvement of Christian teachers is essential; otherwise the children's play has no spiritual purpose. The teacher uses Bible phrases, verses, stories, pictures, songs, and Bible conversation at appropriate times so children can relate the Bible truth to what they are doing. In this way preschoolers learn that the Bible has meaning for daily living.

God seeks to make Himself known to persons of all ages through whatever means they can become more aware of Him. God designed preschoolers to learn through: Play, Imitation, Relationship, Curiosity, Senses, Satisfaction, Repetition, and Hands-On Experience.

Activity teaching, planned by intentional teachers, allows preschoolers to learn in the ways God intended.

Curriculum

Our Livewire Preschool uses The reThink Group curriculum *First Look*, because it is biblically based, doctrinally and educationally sound – planned for the growth and development of preschoolers from birth through age five.

First Look is a web-based curriculum that uses engaging activities to introduce preschool children (ages birth to five) to God. First Look gives children a first impression of their heavenly Father and the wonder of His love for each one of them.

Thinking Orange INCITES WONDER in the heart of a preschooler.

<http://whatisorange.org/firstlook/>

Opportunities for Preschoolers

Sunday Morning

1st Service

Babies through five-year olds attend classes and begin First Look curriculum in small groups

Babies Room
Toddling Room
2-Year Olds Room
3-Year Olds Room
4-5 Year Olds Room

2nd Service

Babies through five-year olds remain in small group rooms and continue First Look curriculum. During this time, preschoolers come together for a story & worship before returning to their room for more activities.

Wednesday Nights

Babies & Toddling Room
2 Year Olds-5 Year Olds Room

Parent/Child Dedication

Usually the parent/child dedication ceremony takes place during the morning worship hour. This is a time for parents to publicly express their commitment to raising their child in a Christ-centered home as they lay spiritual foundations that will one day make it possible for their child to accept Jesus as Savior. This ceremony also gives the church family the opportunity to show their support for the parents in this most important task. Arrangements for the ceremony are made through the Pastor to Families.

General Policies

1. Preschool facilities will open for receiving children 15 minutes prior to regular church-wide activities and services.
2. Preschoolers must be brought to their departments by a parent or adult guardian, and will only be released to the parent or guardian who present the security card.
3. A parent should come for his/her child immediately following the service or function. This prevents children becoming upset when they have to wait too long and also shows respect for the child's teachers.
4. To avoid congestion in the Preschool Area, it is recommended that only one parent deliver and pick up the child from his/her room.
5. Preschoolers may be brought to the preschool division only when the person bringing them is attending a church function.
6. For the safety of our preschoolers and to provide the best teaching environment, only preschoolers and approved teaching personnel are permitted in preschool rooms.
7. Under no circumstances are children to be left in the Preschool Area unattended at any time.
8. In order to provide safety and enable teachers to provide activities that meet the needs of preschoolers, the use of the Preschool Area and equipment is limited to preschoolers. (Preschool rooms and furnishings are not multi-age appropriate)
9. Supplies and/or equipment may not be added or removed from preschool rooms without consultation with the Preschool Division Director or Pastor to Families.
10. For the safety of our preschoolers and the liability protection of our adults, at least 2 teachers should be in the room with preschoolers during any given session. (The Two Adult Rule is a recommended safeguard from church insurance companies.)

Playground Policies

1. The playground is located adjacent to the back parking lot. It is fenced and only accessible through one gate.
2. The playground is designed for children up to age 10
3. Adult supervision is required for children using the playground at any time. (The “Two Adult Rule” applies for use during church activities.)
4. For the safety of preschoolers, broad age groups of children may not use the playground *at the same time* during scheduled church activities. [Younger preschoolers (up to age 3) are allowed on the playground at times when older children (ages 4-10) are not present and only when accompanied by a teacher or authorized adult.]
5. Older students (ages 11 and up) may not “play” on playground equipment.
6. No rough play or misuse of equipment will be permitted.
7. The playground may be used only during daylight hours.
8. A sign posted in plain view reads:
 - a. Equipment designed for children to age 10
 - b. Adult supervision required
 - c. Not Responsible for injuries
9. Damaged equipment and other hazards should be reported immediately to the Pastor of Families.

Health Policies

1. For the protection of all children and adults at church, parents are requested not to bring a child who appears to be ill.

The Committee on Control of Infectious Disease of the American Academy of Pediatrics recommends a child should not be taken from home when any of the following exists in the previous 48 hours:

- A fever
 - An unidentified rash, any open sores or weeping wounds
 - A harsh cough or large amounts of yellow or green nasal discharge
 - Any symptom that they usually stay home from school with
 - Lethargic behavior
(Parents usually know when the child isn't feeling well)
 - Diarrhea or loose stools
 - Vomiting
 - Head lice, pinworms, pinkeye, ringworm, impetigo, etc.
 - Taken an antibiotic.
2. A parent will be notified if a child develops illness during preschool activities. The child will be separated from other children and the parent/guardian called to remove the sick child.
 3. No oral medication will be given to a preschool child except by a parent or guardian. (All medication should remain in the parent's possession.)
 4. If a child contracts a childhood disease following a session in a preschool department, parents should notify the Pastor to Families so that other parents and teachers may be informed.
 5. Parents should report any allergies and special needs to the department director.
 6. All toys used by young preschoolers are washed and sanitized before, during, and after each teaching session.

Infectious Disease Policy

Believing we have a biblical mandate to minister to all people, the occasion may arise when we are called to respond to the health care needs of children with serious diseases including, but not limited to, Hepatitis-B, HIV and Tuberculosis.

Parents or guardians of children with these types of health concerns are expected to inform the Pastor to Families. (All information and records, whether publicly or privately maintained, that identify a person with AIDS virus infection shall be strictly confidential.) At the discretion of the Pastor to Families, a committee may be formed to review individual cases of infectious disease for the protection of all those involved. If the parent or guardian does not agree to disclosure as necessary, the Pastor of Families may work with the family to see that home ministry is provided as resources allow.

After review and consultation with professional medical personnel (and legal, if deemed necessary), teachers and caregivers will be instructed in the universal precautions and procedures for hygiene (appropriate for the particular disease) and will be expected to follow them.

Hygiene Policies

Maintaining a germ-free environment is top priority. Because hands are the main carriers of germs, we enforce a strict hand washing policy for all caregivers.

Teachers or Caregivers should wash hands*...

1. Upon arrival into the preschool room or before beginning a teaching assignment outside the room.
2. Before preparing, serving, or eating food.
3. Before and after feeding infants or children.
4. After using or helping a child use the toilet.
5. After every diaper change.
6. After removal of disposable gloves.
7. After contact with body fluids (such as spit up, nasal discharge, tears, saliva, urine, stool, blood or vomitus).
8. After handling soiled items.

Infants and children should wash hands*...

1. Before preparing, handling, or eating foods or snacks.
2. After every diaper change.
3. After using the toilet.
4. After contact with body fluids.

*According to the Center for Disease Control, the proper method to wash hands is to wet them, rub soap into lather and rub hands together for 15 seconds. Rinse. The faucet should be turned off with a paper towel after drying your hands.

*Diaper Changing Procedure**

1. Gather all necessary items.
2. Lay child on a strip of changing paper (wax paper).
3. Put on a new pair of disposable gloves for every diaper change.
4. Remove wet/soiled diaper and use wipes or damp paper towels to clean child. (Use only wipes provided by parent or wipes labeled hypoallergenic.)
5. Place wipes and diaper in a plastic bag or lined trash receptacle with lid.
6. Remove gloves by pulling the glove inside out from the wrist so that all residue remains inside the glove.
7. Put on a clean diaper.
8. Wash hands with soap and water after each diaper change.
9. For Babies/Ones, record the changing time and indicate "BM" or "Wet"
10. CHECK CHILDREN NEAR THE END OF THE SESSION. Send them home dry!

*NOTE: The same procedure applies to children who are wearing "Pull-Ups".

Body Fluids Spill Procedure

1. Control bleeding by applying pressure with a clean towel or cloth and care for the injured appropriately depending on the severity of the situation.
2. First Aid supplies are located in rooms.
3. In order to protect everyone, disposable gloves are to be worn when handling any accident involving blood or body fluids. This includes:
 - a. Wiping a runny nose
 - b. Cleaning a cut or scrape
 - c. Checking a diaper
 - d. Assisting a child with toileting needs
 - e. Any time there is a risk of touching blood, vomitus, mucus, urine, or stool.
4. If an emergency prevents the use of gloves, immediately clean the exposed skin with soap and water to reduce the possibility of infection.
5. Any teacher with an open wound or lesion will keep it covered until the area has healed.
6. Clean any affected surfaces with disinfectant. (Bleach Solution: ¼ Cup Bleach to 1 gallon cool water OR 1 tablespoon bleach to 1 quart cool water.)
7. Wash hands, even after wearing gloves.

Room Cleaning Procedure

The primary sanitizer used is a bleach solution, mixed fresh daily.
The Center for Disease Control recommends:

For bathroom, diapering areas, etc.:

¼ cup bleach to 1-gallon cool water OR 1-tablespoon bleach to 1-quart cool water.

For disinfecting toys, eating utensils, etc.

1-tablespoon bleach to 1-gallon cool water OR 1-tsp bleach to 1-quart cool water.

1. In rooms with cribs, beds must be stripped of used linens and other items as the children leave.
2. Linens, smocks, bibs, burping diapers, blankets, etc. should be laundered after each use.
3. Each bed (including mattresses, rails, and any items attached to the beds such as mobiles, mirrors, etc.) should be wiped thoroughly with bleach solution and left to air dry.
4. All equipment such as infant swings, walkers should be washed and sanitized after children leave.
5. Mats and vinyl-covered climbing equipment for babies/toddlers should be washed and sanitized after each session.
6. Diaper changing surfaces must be sanitized at the end of each session.
7. All toys used by infants or toddlers must be sanitized between uses by individual children (see Washing and Disinfecting Toys).
8. Furniture used by older preschoolers should be cleaned weekly or when soiled.
9. Tables and countertops used for food preparation and eating must be sanitized before and after using.
10. Toys and equipment use by older preschoolers and not put into their mouths should be cleaned at least weekly and when obviously soiled. A soap and water wash followed by clear water rinsing and are drying should be adequate. No disinfecting is required. (This includes toy dishes, dolls, transportation toys, etc.)

Washing and Disinfecting Toys

Toys mouthed by a child must be sanitized before another child plays with that toy. When a baby or toddler finishes playing with a toy, teachers should retrieve it from the play area and put it in a bin reserved for dirty toys. (This bin should be out of children's reach.) Toys can be washed at a convenient time and then transferred to a bin for clean toys and safely reused.

1. To wash and disinfect a hard plastic toy:
 - a. Scrub the toy in warm, soapy water. Use a brush to reach into the crevices.
 - b. Rinse the toy in clean water.
 - c. Immerse the toy in a mild bleach solution and allow it to soak for 10-20 minutes.
 - d. Remove the toy from the bleach solution and rinse in cool water.
 - e. Air Dry.
2. Children in diapers should have only washable toys.
3. Stuffed toys and those not easily washed and sanitized should not be used for any session.
4. Toys too large to immerse in water must be washed and sanitized by wiping.
5. Toys used outside, on the playground, or inside with sand must be washed before they are returned to the Resource Room.

End of Session Clean-Up

1. Put away all items, art equipment, and supplies to their designated places.
2. Make sure all puzzles and items having more than one piece are complete before putting them away.
3. Clean, disinfect, and air dry the tables, chairs, toys, cabinets, sink, etc. (Refer to Room/Toy Cleaning Procedures.)
4. Sweep or vacuum any debris.
5. Furniture and equipment should be arranged according to Starting Placement. Any furniture that was moved should be returned to its designated area at the conclusion of each program.

Safety

At University Parkway Baptist Church, we believe a few simple procedures are a small price to pay for the safety and security of preschoolers and for the piece of mind of teachers and parents.

1. Only persons 18 or older may teach in the Preschool Division. (See “Youth Helpers” for information regarding teenage teachers).
2. All Preschool rooms should have at least 2 teachers present for any given session. If the teachers are related, it is recommended a third non-related teacher be enlisted. (The Two Adult Rule reduces the risk of child sexual abuse, and also reduces the risk of false accusations of molestation. According to Church Law Today, the legal ramifications are that two related individuals are considered as one person, therefore requiring a third, unrelated person in the room.)
3. Teacher-child ratios should be maintained according to current standards. (See Teacher-Child Ratios)
4. Because preschool equipment and room furnishings are developmentally specific and age specific, only preschoolers may use the preschool rooms.
5. Entry into preschool rooms is limited to preschoolers and their teachers during teaching sessions.
6. Each department door has a window for teachers to see who is at the door and parents to see inside the room. (However, “peeking” in the window should be done sparingly! Onlookers unnecessarily upset young children and distract teachers from their tasks.)
7. Names of preschoolers with food allergies will be posted in plain view.
8. Foods served for tasting activities will be posted in plain view.
9. Bottles are to be warmed in a slow cooker if needed. The kitchen microwave is NEVER to be used to warm bottles or food that is given to preschoolers.
10. Bottles, sipper cups and pacifiers MUST be labeled with the child’s name.
11. Running, shouting, etc. should be reserved for outside play.
12. Because of the potential danger for eye damage, GLITTER should not be used with preschoolers.
13. Emergency evacuation routes are posted in each preschool room. Other emergency procedures will be made available to teachers.
 - a. In case of Fire or other disaster, teachers in room will take preschoolers to the Front field on the other side of the parking lot, where parents can pick them up.
 - b. In case of Tornado or weather emergency, teachers in each room will take preschoolers to the women’s bathroom near the gym.
14. Fire extinguishers are available in the Preschool hallway.
15. First Aid Kits are located in the Preschool rooms, and resource room.
16. The nearest telephone is located at the kiosk.
17. Cell Phones must be turned off during teaching sessions.

Handling Accidents/Injuries:

1. In the unlikely event a child is injured seriously, parents will be notified immediately.
2. If a child sustains a minor injury (i.e. bump, bruise, scrape), parents will be notified when the child is picked up.
3. An Accident/Incident Form will be completed for every accident. These reports will be signed and dated by the teachers and parent/guardian, and kept on file. (See Accident/Injury Report Form)

Security

Security Cards

Security Cards* are our means of identifying the parents or guardians in the Livewire Preschool Ministry. The Security Card's purpose is: (1) to assure parents/guardians that their child will be release only to the appropriate adult holding the child's card; and (2) to enable teachers to be confident they are releasing children to appropriate persons.

Why do we need Security Cards?

1. Teachers cannot know the parents/guardians of every child. Situations in which this is true include attendance by guests, infrequent attendees, new or substitute teachers and staff changes between services. The teacher who met the parent when the child arrived may not be in the room when the child leaves.
2. Non-custodial parent kidnapping and stranger abductions are not longer unheard of in churches.
3. Older siblings, relatives or friends may want to take a child from the room. Whether or not this is acceptable to the parent, the teacher should not be responsible on releasing the child.

Procedure:

1. Parents/guardians will receive a Security Card upon arrival at the preschool classroom door.
2. Parents/guardians will complete the Sign-In Sheet at the door, being specific about their location in the building.

3. When returning for the child, parents/guardians should knock on the door of the preschool room and hold the card to the window. A teacher will bring the child to the door and collect the Security Card.
4. The child will only be released to the adult bearer of the Security Card.
5. Parents/guardians who misplace the Security Card may be asked to present photo identification and signature.
6. Only the Pastor of Families or approved designee may make new Security Cards or replacement cards.
7. Security Cards will be stored until the next scheduled session.
8. Parent Custody/legal guardianship changes must be reported to the Pastor of Families. (Written legal documentation must be presented and kept on file.)

* Or current Security Method in use

Additional Security Measures:

1. Walkie-Talkies are used to contact Pastor of Families in the event of an emergency.
2. Appointed security personnel patrol the church campus during services.

Child Abuse Policy

According to Tennessee law, all suspected incidents of child abuse must be reported to:

- The county Department of Children's Services, or
- The local juvenile court, or
- The local police.

The Pastor of Families or other ministerial staff should follow these procedures:

1. Document all efforts at handling the incident.
2. Report the incident as soon as possible to the church's insurance company and attorney; then follow their professional guidance and recommendations.
3. Seek help for those involved through the guidance of a Christian Counselor.
4. Notify the child's parents, guardians, or teachers if appropriate.

Parent Responsibilities

Parents are a child's first and most important teachers. Teachers at church count it a privilege to partner with parents in laying foundations for faith in young hearts.

Parents can help teachers by observing the following guidelines:

- Become familiar with the Preschool Policies and Procedures. These policies have been adopted by our church family and are enforced for the well being of every child in our care.
- Remember that each policy and guideline is based on the desire to provide a safe, secure learning environment for your child. If you do not understand the reason for a policy or guideline, please ask the Pastor of Families, or preschool teacher to discuss it with you.

Before Coming to Church

1. Remember to label all items (i.e. diaper bags, pacifiers, bottles, cups, toddler snacks, infant seats, clothing) with your child's name.
2. Preschoolers who are being toilet trained need to bring extra changes of clothing in a labeled bag. Clothes should be easy to take off and put on.
3. Leave personal toys at home. They make sharing too difficult and may not be appropriate for use in teaching. (An infant's "Security toy or blanket" would be an exception.)
4. Bring your child regularly to church. He will feel more secure and eager to enter his room when church becomes his established routine.
5. Talk to your child positively about going to church. Use names of your child's teachers and friends in his room when talking about happy times at church.

Arriving at Your Child's Room

1. When bringing your child to a preschool room, please knock at the door and wait for a teacher to open the door and greet you and your child with a personal welcome.
2. Give teachers any necessary information about your child. (Allergies, special physical needs, feeding and sleeping preferences, etc.) Update the Child Information Sheet as needed.
3. You will be given a Security Card, which must be presented when you return for your child.
4. Complete the Sign-In Sheet at the door. Be specific about your location in the building so teachers can find you quickly in case of an emergency.
5. For the security of our preschoolers and their best teaching environment, parents and siblings *should not enter the preschool room*. Nursing mothers

- are an exception.) Traffic in and out of the preschool room causes disruptions in teaching and unnecessarily upsets young children already in the room.
6. Tell your child you will be back for him, and then leave promptly. Prolonging the goodbye only makes separation more difficult for your child. Should your child experience prolonged anxiety, teachers will send for you.

Special note to parents of younger preschoolers: If you need to check on your child, ask a preschool staff person to help you. They can check and give you a report. Your baby is smart and knows the sound of a mother's voice! If you check on your child yourself after he has settled in and your child becomes upset because he see or hears you, please be prepared at that time to take your child with you. It may be too difficult for your child to separate from you more than once.

Calling for Your Child

1. When returning for your child, knock at the door, hold your child's Security Card to the window, and wait for your child to be brought to you. (Waiting outside the door prevents other children from becoming anxious while awaiting their parent's arrival).
2. Your child will only be released to the parent/guardian who presents the Security Card. Your child will not be released to a sibling or another child.)
3. Explain to grandparents, other adult relatives and friends that your child will not be released to them unless they present your child's Security Card.

Tips and Suggestions

1. If a child has a problem at church, it is better to discuss this with his teachers at a time other than Sunday morning. Never discuss a child's problem in his presence.
2. Parents are encouraged to participate in Parenting Events offered at church throughout the year. These may include topical studies, workshops, conferences, and training sessions for preschool leadership.
3. Use the "take-home" literature provided by preschool programs. These will help you continue at home what your child learned at church!

Promotion

At University Parkway Baptist Church, promotion of children to the next age level is based on the School Year.

Our School year runs from August through July. On the first Sunday in August, all preschoolers who have turned two years of age by August 31 promote to the next age level. Children under the age of two advance to new rooms based upon the maturation at anytime during the school year (and as space is available). These children are grouped into departments for Babies and Toddlers. Toddlers who turn two years of age after August 31, remain in the Toddling department until the following August.

Teacher-Child Ratios

Proper teacher/child ratios in each department allow teachers to provide quality-learning experiences and more adequately meet the needs of each individual child. The number of preschoolers in a department and the ratio of teachers to preschoolers are determined by the age of the preschoolers. (An additional teacher may be needed for each child with special needs)

AGE	RATIO	RECOMMENDED ENROLLMENT*	TOTAL (INCLUDING TEACHERS)
Babies	1 Teacher to 2 Preschoolers	8	12
Ones-Twos	1 Teacher to 3 Preschoolers	9	12
Threes-Pre-K	1 Teacher to 4 Preschoolers.	16	20
<i>*Includes Prospects</i>			

Sometimes multi-age groupings of preschoolers are needed.

- Babies-Twos in one room (Ratio—1 to 3; Total Enrollment—12)
 - Threes-Fives in one room (Ratio—1 to 4; Total Enrollment—15)
 - Babies-Fives in one room (Ratio—1 to 3; Total Enrollment—12)
- (The Two Adult Rule: At least two adults must be in the room with children at all times.)

University Parkway Baptist Church’s standards for teacher/child ratios meet or exceed the recommendations of The National Association for the Education of

Young Children (NAEYC) and the National Association of Early Childhood Specialists in State Departments of Education (NAECS/SDE). Additionally, we strive to meet the minimum recommended space requirements in each preschool room of 35 square feet per child.

Guidelines for Discipline

1. Give encouragement freely. It is inspiring. Use criticism sparingly. It is self-defeating.
2. Set reasonable limits (consider the child's age and needs).
3. Be consistent.
4. Accept a child's feelings that he cannot control; but stop his disruptive or destructive behavior.
5. Correct a child's behavior with love and respect.
6. Avoid embarrassing a child.
7. Do not force a child to say, "I'm Sorry." He may not be sorry. If you force him to say he is sorry when he is not, you may be teaching him to lie.
8. Avoid threats.
9. Notice and acknowledge a child's appropriate behavior. (Spend most of your time this way, and you will not need to take much time correcting misbehavior.)
10. Do not force preschoolers to give up toys as a means of teaching sharing. Sharing is voluntarily giving something up to another. Require "taking turns" instead.
11. Provide interesting and challenging things to do and reduce the possibility of behavioral problems.
12. Give bountiful emotional support to the child who misbehaves. Misbehavior is often a plea for help.
13. Let the child learn from the natural or logical consequences of his actions. (If he misuses the blocks, he may not play with the blocks for a while.)
14. Help each child feel good about himself. A healthy self-concept is the right of every child made in God's image.

To avoid basic discipline problems:

- Maintain the correct teacher-child ratio
- Do not exceed recommended enrollment of children for the room
- Plan, Prepare, and Be Ready To Teach
- Never be late (The first one in the room is usually in charge!)
- Play quiet music in the room and use a quiet speaking voice.
- Avoid "clutter build-up" in the room (too many scattered toys frustrate and over-excite)
- Keep walls pleasantly plain (Posters and wall-hangings tend to over-stimulate preschoolers in group settings).

- Be friendly-firm (Children need to know you love them and are in charge).
- Consistently enforce Three Rules:
 - I (the teacher) will not allow you (the child) to...
 1. Hurt Yourself
 2. Hurt Others
 3. Hurt the things we use in our room

Policies for Teachers

Teachers in the Livewire Preschool Ministry of University Parkway Baptist Church play a vital role in laying a spiritual foundation for young children. *All teachers must be professing Christians*, men and women who want to love and nurture preschoolers.

Volunteer Teachers

Volunteers provide the teaching staff for regular church programs and organizations. To be considered for a volunteer teacher position, an individual should:

1. Be a member of University Parkway Baptist Church for at least 6 months. (Exceptions must be approved by the Pastor of Families.)
2. Submit a Screening Application (includes Federal Background Check)
3. Attend various training events throughout the year.
4. Be willing to follow all policies and procedures of the Livewire Preschool Ministry.

Employed Teachers

Employed teachers may be used at the discretion of the Pastor to Families to supplement teaching staff needs. TO be considered for employment, an individual should:

1. Be a member of University Parkway Baptist Church for at least 1 year.
2. Submit an employment application and screening application (includes Federal Background Check)
3. Successfully complete an interview with the appropriate supervisor.
4. Attend various training events throughout the year.
5. Be willing to follow all policies and procedures of the Preschool Ministry.

Training

All preschool teachers (volunteer and employed) will be expected to attend periodic training sessions each year. For employed teachers, this training is mandatory.

Training opportunities are offered through our church, association (Holston Baptist Association), and state (Tennessee Baptist Convention) and national conventions.

Training will help ensure all teachers are well prepared and informed about curriculum, teaching methods, safety and security procedures, and other important preschool issues.

Expectations of Teachers

- Use and teach according to the literature/curriculum furnished by the church.
- Plan regularly with other teachers in the department.
- Prepare the room and have materials ready to teach BEFORE the first child arrives. Be in the preschool room a minimum of 15 minutes before the session begins.
- Be responsible for securing a substitute when absent and notify the department director in advance when possible. (Provide teaching plans for the substitute.)
- Assist in cleaning the room and putting away all materials at the end of the session.
- Cooperate with teachers in other church programs concerning room arrangement and storage/use of materials.
- Participate regularly in both corporate and personal worship and Bible study.
- Minister to preschoolers and their families.
- Support the work of the church through prayer and faithful service.

Youth Helpers

In order to train future teachers, youth (teens) may be enlisted to assist preschool teachers during worship services, VBS, or other times when youth activities are not provided at the same time.

- Youth teachers are expected to attend training clinics and planning sessions with the adult teachers.
- Youth may serve as teachers under the supervision of adult teachers in the department.
- Youth may teach only in departments for preschoolers two years old and older.
- Youth (teens) should receive training prior to working with preschoolers and periodic training as deemed necessary.
- Youth enlisted for child-care must be approved by the Pastor of Families.
- Youth helpers must always be supervised by at least one adult who is present in the same room. Youth should never be left alone with the children.
- Youth helpers will be expected to follow the policies and procedures for all preschool teachers.

Screening Procedures for Teachers

In recent years, news stories of violence and abusive conduct toward children by adults have been shocking. Child sexual abuse seems to be increasingly in the headlines. It leads us to the obvious questions, “Could something like that happen here at University Parkway Baptist Church?”

We believe preventive measures help to avoid problems down the road. In addition to the simple, effective policies and procedures already in place, we recommend a screening process for all those who work with minors* (preschoolers through senior high). The screening process should include an application form to be completed by all volunteers for any position involving the supervision or custody of minors and by all church employees who will have contact with minors in church facilities or on church sponsored activities.

The implementation of a screening process will help our church family provide a safe and secure environment for all boys and girls who participate in our ministries and use our facilities. The screening process will help our church work as a team toward a common goal of being proactive rather than reactive. We want to protect children from sexual abuse or child molestation by employees or volunteers in this church and to protect employees and volunteers from false accusations. We want our church to be the safest and most loving environment possible for every child and youth who enters our doors.

** A minor is defined as any child less than 18 years of age.*

ACCIDENT/INJURY REPORT FORM

Child's Name: _____

Date of Injury: _____ Time of Injury: _____

Brief Description of accident/injury: _____

First Aid Administered: _____

Parent contacted: _____ Time: _____

Teacher Signatures _____

Pastor of Families Signature _____

Parent/Guardian Signature _____

Phone: _____

Give completed form to Division Director or Pastor of Families.

Copy to parent on request.

FOLLOW-UP: _____

BABY INFORMATION

Baby's Name _____

Address _____

Phone _____

Comes to Church With:

Name(s) _____

Relationship _____

Location at Church _____

Feeding Information:

What: _____

When: _____

How much: _____

Comments: _____

Diapering Information:

I have provided: ___ powder,
___ ointment, ___ wipes to use when
diapering my baby.

Comments: _____

Sleep Information:

Position: ___ Back ___ Side ___ Tummy

When: _____

How long: _____

Comments: _____

Other information I'd Like You to Know:

Today's Date: ___ / ___ / ___

Please slide this item under the door when completed. Thank You!

ONE'S INFORMATION

Child's Name _____

Address _____

Phone _____

Comes to Church With:

Name(s) _____

Relationship _____

Location at Church _____

Snack Information:

Allergies? _____

I have provided: _____

Comments: _____

Diapering Information:

I have provided: ___ powder,
___ ointment, ___ wipes to use when
diapering my baby.

My child:

___ is beginning to use the toilet

___ wears disposable training pants

___ is toilet trained

Words my child uses for:

Urinate _____

Bowel Movement _____

Other Information:

Names of other family members:

Pets: _____

Favorite toy or activity: _____

Other information I'd Like You to Know:

Today's Date: ___ / ___ / ___

Please slide this item under the door when completed. Thank You!

Sign-In Form

Children: Threes	01/18/2015	Phone(s)	Email Address	Allergies	Birthday
Carr, Amy		423-431-8289 (C)	alcarr2@gmail.com		12/02/1981
Goodwin, Barbara					01/14/1954
Aubrey, Pruitt					
Broome , Sierra					08/14/2004
Carr, Lynlee		423-431-8289 (C)	alcarr2@gmail.com		04/06/2011
Crawford, Shileigh			danceluvr90@yahoo.cm		02/03/2011
Gaddy, Vincent			halfpint71193@yahoo.com		11/24/2010
Horton, Keyanna			Rachel4ehs@yahoo.com		03/23/2011
Howell, Grace			joyhowell@yahoo.com		03/10/2011
Peoples, Peyton			stephlee07@gmail.com		04/27/2011
Salyer, Caidance			salyerb@goldmail.etsu.edu		11/19/2010
Tolley, Xavior					04/09/2011
Webb, Logan			melody.webb@hotmail.com		07/07/2011
Williams, Chase			twoscorpibabies@aol.com		11/18/2010

Quarterly Meetings

January 18, 2015 12PM-2PM

Policies & Procedures Intro
Emergency Procedures Intro
Q & A

April 19, 2015

Policies & Procedures Update
CPR Certification
Q & A

July 19, 2015

Policies & Procedures Update
New Curriculum Training
Q & A

October 18, 2015

Policies & Procedures Update
Christmas Party Training
Q & A

Fill-In Teacher List

Tara Hensley	(423) 330-7974
Karen & Allen Stevens	(423) 262-3880
Celena Chaffin	(423) 388-9078
Tina Street	(423) 297-7226