



The Preschool Ministry of Calvary Baptist Church ministers to preschoolers and their families through programs during church related services and events in a safe, age appropriate setting with age appropriate Bible learning activities guided by called, trained, leadership who share the goal for preschoolers.

Curriculum and Resources

The curriculum that we use is Bible based and designed around how preschoolers learn, understand and what they can achieve.

The Lesson is the main resource and emailed to all leaders each week and a copy will be in the weekly basket. Lessons are age appropriate for the age group you are teaching. It outlines Bible based activities utilizing puzzles, blocks, nature, home living, books and music to teach preschoolers age appropriate learning about the Bible.

Additional resources each week are in the basket, and a CD of Bible and activity songs for each room. Activity pages are in the basket weekly to connect the church and home to help parents with Bible learning experiences at home. The pages review the Bible story and provide thoughts and activities to do at home.

All teaching supplies needed are provided for you. Each classroom is restocked with basic items every week. These basic items stay in the classroom. Please return them to their proper place of storage at the end of the teaching time.

Basic Items in the classroom for 2's—5's:

Books, 2 Holman Bibles, CD player, dishpan, set of dishes and pans, 2 dolls with doll clothes and blanket, Playdough and cookie cutters, play cars, hole punch, stapler, masking and scotch tape, adult and child scissors, crayons, markers, glue, pens, pencils, construction paper, newsprint, Manilla paper and disinfectant bottle.

In addition, weekly baskets of specific resources will be provided. Baskets will be delivered and picked up from your classroom.

PUZZLES PROVIDED IN THE ROOM WILL ROTATE MONTHLY. You can rotate them each week during the month.

All of our classrooms are multi-purpose rooms. At the end of class, we ask that you return your classroom to order. Please follow this checklist:

- * clean the tables
- * place all basic supplies in the closet/cabinet labeled Preschool Bible Fellowship
- * place all lesson specific supplies from the resource form back in the basket

Safety

RECEIVING PRESCHOOLERS

Room doors are to be kept closed/locked at all times except when receiving or dismissing the preschoolers. Designate a worker to receive preschoolers from parents.

Parents are asked to knock on the door and wait for a teacher to receive their preschooler.

When the parent knocks, greet the child at the door and take the child into the room. Place the child's sticker on the clipboard and one on the back of the child.

Accept belongings from parents, checking for labels on bags, bottles, coats, etc. and label bottles and bags.

DISMISSING PRESCHOOLERS

Designate a teacher to answer the door and dismiss preschoolers when parents return.

Preschoolers are released to their parents or to the guardian, who has the tag.

Parents/guardians must bring the label "child pick – up sticker" to pick up their child.

Teacher/worker takes the label, places it on the clipboard on top of the current label, then gets the preschooler to be dismissed, and quietly prepares him/her to leave.

If the parent/guardian does not have the label, please send a teacher to locate a coordinator or Director.

Teachers remain in the room until the last preschooler has been picked up. In the event a parent is late picking up their child, locate the coordinator.

Please help us ensure the safety of our preschoolers by having the parents comply with our check in system.

FOOD IN THE CLASSROOM

Allergies are a major concern with some preschoolers. Signs are posted outside the classroom any time an item is to be tasted, smelled, touched or observed that might cause a reaction.

Food in the classroom is to be limited to that used in the Home-living learning experiences. Water, saltine crackers, or cheerios are provided as a snack.

Bottles in baby rooms are limited to plastic, silicone, or stainless steel. Glass bottles pose a safety hazard and are prohibited.

We are striving to provide a peanut free environment.

FOODS NOT SUITABLE FOR CLASSROOMS: Popcorn, Hot Dogs, Nuts, Peanut Butter, Marshmallows, Grapes, Gum, Carrots, Celery, Candy

SANITATION PROCEDURE

*Procedure and disinfectant solution formulated as suggested by the City Health Department and Disease Control Center in Atlanta. The church cleaning staff sanitizes cribs. **SANITIZE** Swing Toys, and Strollers, after each service time.

1. To sanitize TOYS: SPRAY with disinfectant in labeled bottles. AIR Dry in the rack.
2. To sanitize SWINGS & STROLLERS: SPRAY surfaces with disinfectant in labeled bottles. ALLOW the solution to stay in contact with the surface for 2 minutes.
3. To sanitize SMOCKS, SHEETS AND QUILTS: Strip sheets from beds, gather any other laundry and take to the kitchen, place on top of the washer.
4. To sanitize CHANGING MAT: Use solution as directed above in # 2.
5. For clean-up of vomit or gross body fluids:
Use Sanitation solution to spray on area; Use rubber gloves; Dispose of clean-up materials in plastic bags. Have a coordinator call the Housekeeping Staff for further cleaning. Remove children from the area to prevent exposure.

Ask a Coordinator if you need more solution.

The Disinfectant Solution is composed of 3 tablespoons of household bleach mixed to 1 gallon of water. It will not leave a residue on surfaces; will act effectively for germ control when in contact for 2 minutes.

BATHROOM POLICIES

In the classroom

1. Check the bathroom to make sure it is not in use. Lock the bathroom door of the adjacent classroom so that no one in the next room enters.
2. Leader stands outside the door in their classroom while the child uses the bathroom, with the

door cracked so that they can hear if the child needs help. If the child does need help, ask another leader to stand by the door, while the other assists in the bathroom with the door open.

3. Encourage the child to wash their hands.
4. After the child leaves the bathroom, unlock the door to the adjacent classroom.

Classes/environments without bathrooms

1. When on the playground or in preschool worship, one leader asks the Preschool coordinator to accompany the child (and the classroom leader) to the nearest bathroom. This could be a hall bathroom or classroom bathroom.
2. Check the bathroom to make sure it is clear. Use the same guidelines above if a child needs assistance. When finished in the bathroom, the coordinator ensures that the classroom leader and child rejoin the group.

DIAPERING

Diapering on the changing station located in your room. Gather the needed supplies. Plastic gloves are available in each room and we recommend that you use them when changing soiled diapers, and any time you have broken skin areas.

1. Place clean diaper down first on the changing area.
2. Place sheet of wax paper on top of clean diaper.
3. Position child on paper.
4. Maintain hand contact with child at all times when working on counter.
5. Take diaper off and clean child with wipes
6. Wrap diaper, wipes in wax paper and discard.
7. Put new diaper on child.
8. Replace child's clothing.
9. Return child to other area, quilt, swing, etc.
10. Wash hands.
11. Spray disinfectant on mat and dry with paper towel.

PLAYGROUND / INDOOR PLAY AREA USE TIMES POSTED IN THE CLASSROOM

Indoor play times and outdoor play times are assigned for 2 - 5.

Before leaving classroom:

1. Check attendance before leaving classroom.
2. Count preschoolers before leaving classroom.
3. Take the clipboard with you.
4. Guide preschoolers to hold classroom rope for orderly travel.

Safety precautions:

1. Designate teacher to supervise each area of play.
2. Designate teacher to watch gate entrance/exit to prevent preschoolers from leaving the area.
3. Get count before leaving playground to return to classroom.
4. Familiarize preschoolers with basic safety rules.
5. No preschooler permitted to travel to/from playground unless accompanied by an adult.

Basic safety rules:

1. Use equipment in a safe manner.
2. Go down slides feet first.
3. No walking up slides.
4. No climbing outside safety rails of equipment.
5. No climbing on fence.
6. Shoes on at all times.

BYE BYE BUGGY USE (where applicable)

Bye Bye Buggies are used in the crawler and toddler classrooms at some locations.

Before leaving the classroom:

1. Check attendance sheet before leaving the classroom
2. Make sure each child is secured properly in the seat
3. Take clipboard with you

Safety precautions:

1. Please stay within the designated building your classroom is in. B rooms stay in B building halls.
2. Two teachers should accompany the buggy at all times
3. When outside, stay within the INNER CIRCLE of the buildings! DO NOT go beyond the end of the E or B building
4. Stay on the sidewalk and do not cross from the B building to the playground area in the blue crosswalks. Stay in the circle

FIRST AID

Report all accidents to a Coordinator or Preschool Director. A written report of accidents must be filed with the Director of Human Resources and Director of Support Services within 24 hours.

A First Aid Kit - is located at the Preschool Information Desk, band-aids and a thermometer are included. We do not administer medication of any kind.

In the event of an emergency, contact the Preschool Director or Coordinator working the service. We

will send someone to get the parent/guardian.

NOTE:

Unless injury or condition is life threatening, do not contact church member physicians. This is their request and is for their protection.

1. If an injury is due to a fall and possible fracture has occurred, do not move the child.
2. If an injury is life-threatening, call 911 then locate the parents/guardians of the child.
3. Help with crowd control if needed.
4. Minor cuts, scrapes and bites, cleansed with water then covered with a Band-Aid if needed.
5. Severe cuts need to be covered and pressure applied until parents arrive.
6. Bumps apply ice.
7. Injuries to mouth or teeth use ice and water and call the parents/guardians if needed.

EMERGENCY PROCEDURES

Tornado Plan

1. Take preschoolers to the hallway. Babies and crawlers are to wrapped in blankets
3. Responsible person cradles baby/crawler and assumes tornado position
4. Close doors, including hallway doors
5. Line children up against the wall beginning and ending line 30 feet from the end doorways
6. Put children on their knees facing the wall bent over with hands covering head
7. Pack preschoolers tightly together
8. If hallway is full put the children in bathrooms with supervisor:
9. Close all doors (classroom entrance)
10. Have a room designated in case of fatalities for living children so they are not exposed to the deaths of others
11. DO NOT walk through areas with windows
12. DO NOT get near windows
13. If you are on the 2nd or 3rd floor, go the first floor by stairway
14. STAY CALM!
15. Remain in position until "ALL CLEAR" is reported.

Fire Emergency Plan

Exit routes are posted by the door in each room

Evacuate children according to escape routes posted in each room.

Designate a teacher to have an exact count and take the clipboard with you as you exit.

Designate a teacher to check bathrooms and the closet, turn off lights and close the door as they leave the room.

Bed Babies, Crawlers, Toddlers, and 2 year olds: Children are to be placed in cribs (three to a crib if necessary) and rolled out by one teacher per crib to the designated area. Teachers stay with the cribs at all times. Diaper bags are placed in a crib and taken out.

3 year olds – 5 year olds are to walk out with teachers using the classroom ropes with loops for holding and keeping classes together. Exit building as posted in each room and proceed into the designated area. Do a count of children.

In event of fire, release children to parent using the child pick up receipt when instructed to do so by supervising person.

Return to the classroom when "ALL CLEAR" , when the Fire Alarm is silenced.

Do a final count when back in the classroom.

IMPLEMENTATION OF CHILD ABUSE PREVENTION POLICY

- Two (2) adult rule
- Administrative supervision of all services/programs
- Appropriate teacher/child ratio to ensure good supervision
 - 1 teacher / 3 preschoolers for Babies, Crawlers & Toddlers
 - 1 teacher / 4 preschoolers for Two year olds - Five year olds
- Visual access to all rooms
 - Annual training programs on child safety
 - Check-in security system
 - Background check and name tags for all leaders

Screening

Regular Volunteers (including divisional leaders, coordinators & teachers)

- Volunteers must complete a Volunteer Application.
- Volunteers sign Moral Integrity forms and background check is completed.

Reporting:

- As agreed on by the church committee and training of leadership on "How to Report."

If a volunteer observes a questionable mark on a child, they are to report their observation to the Ministry Leader. Ministry leader will speak with parents/guardians regarding the mark.

Setting the Tone: Guidance tips in the classroom

Communication with preschoolers is more than carefully worded sentences. Boys and girls interpret not only through words but also through the tone of voice and attitude of adults. When talking to young children, teachers will find these principles valuable:

- † Be kind, but firm. Children feel more secure when teachers set reasonable limits and make the limits clear and understandable.
- † Be consistent. Follow through when you have made clear what you expect.
- † Use a soft voice when speaking and singing. Speak distinctly.
- † Stoop to the child's eye-level when talking or listening to him.
- † Accept each child for who he is even when he is unlovable.
- † Avoid saying "hurry" or implying it.
- † Encourage a child to problem solve. Give him time to try to solve his problems before offering help. When you do offer, say "May I help you?" rather than, "Let me do that for you."
- † Offer a child appropriate choices.
- † Work enthusiastically. Be happy and calm even in emergencies.
- † Give the child responsibilities. Commend him when he deserves it.
- † Avoid embarrassing a child.
- † Usually a child's interest is sustained longer when he chooses an activity.
- † Accept the child as an individual. Know the characteristics of the age child you are teaching.
- † Provide an atmosphere that inspires the child to practice what the Bible teaches (without always using "the Bible says"...).
- † Avoid use of symbolic terms which preschoolers do not understand. They are literally minded.
- † Encourage the child to be creative. Avoid making models for him to copy.
- † Avoid comparing a child's effort with those of another child.
- † Make suggestions rather than commands. Give guidance instead of directions.
- † Value a sense of humor. Be able to laugh at yourself.

Safety check for Preschool Classrooms:

- Maintain the two adult teachers rule at all times.
- Allow only preschoolers and preschool teachers in the rooms (With permission from supervising staff, a parent may remain in the classroom.)
- Keep the door to the classroom closed and locked at all times.
- Label all their bags / things they bring.
- Keep the window of your classroom door uncovered at all times.
- Only adults with the pick-up tag can pick up a preschooler.
- Make sure all toys and materials are age appropriate for the age of the child you are teaching.

- Avoid clutter in the classrooms.
- Maintain a clean environment.
- Always take the clipboard when you leave the room.
- Always use the rope when walking preschoolers outside the classroom.

ELECTRONIC COMMUNICATION WITH MINORS:

The following policies regarding electronic communication between leader or staff and minors are intended to guard against inappropriate contact and protect the integrity of students, adults, and Calvary Kids. These limitations do not apply to a leader or staff's communication with their own biological, adopted, or fostered children or those children one gains through marriage.

1. No communication is to be had between a leader or staff member and a minor (other than their own child) between 10pm-6am. In the case of an emergency situation, an adult is allowed to respond with a phone call to assist the minors.
2. The use of the following applications (or other similar applications) with minors is not permitted:
 - Snapchat
 - Applications with anonymous messaging/disappearing messaging
 - This list is subject to change
3. No leader or staff member is to send an image or video to a minor (other than their own child) directly.
4. There is to be no electronic communication between a leader or staff member and a minor in regards to sexual content or topics. In response to a request for accountability, the leader or staff member is permitted to have an in-person conversation with the minor following the protocol for one-to-one interactions with minors.
5. There is to be no ongoing, regular, and casual electronic communication between leader and minor of the opposite gender. Rather, any electronic communication to the opposite gender should be confined to specific ministry related communication and most often done through group communication.