

preschool and children policy and procedure manual



Effective May 6, 2007

back to the basics for toddlers and infants

Our goal is to provide an excellent experience for every family who enters our Preschool Area. You will find that much attention has been paid to the many details that create a safe and nurturing environment for preschoolers to play and learn. To care for each child successfully, our volunteers must work together as a team and be concerned with the details of their position. The following is a framework of policies that are put in place to care for every child. A more detailed explanation of many of these policies can be found on the following pages.

General Guidelines for Preschool Department

- To provide a safe environment for every child, the “security” policy must be followed at all times. Every preschool volunteer must wear an identification badge when working in the Preschool wing.
- Our “screening procedure and abuse prevention” policy are in place to protect every child within our care. These policies must be followed by every volunteer who serves in our Preschool Department.
- A “classroom checklist” is posted in every classroom. Work as a team to complete this checklist at the end of your class time before leaving your classroom. This will help us make sure that each classroom is ready for the next service.
- Pay close attention to the overall safety and cleanliness of your classroom.
- Specific curriculum is chosen and provided for you. Creativity is encouraged in the teaching process with preschoolers, but if you desire to use something outside the scope of the provided material, please seek prior approval from Preschool Staff.

Infant and Toddler Basics

- Make sure that all diaper bags, cups, etc. are clearly labeled.
- Bottles and baby food brought by the parents should be given to the child according to the parent’s instructions. When heating bottles or food, always be very careful not to overheat. Always re-check the bottle before feeding the baby.
- Babies who are able to pull up and stand should not be left unattended in a crib. The side rail should be pulled up to the top and carefully secured at all times.
- Please follow all “diaper changing and restroom” procedures whenever caring for children.



policy for well children

Children who show any visible signs of illness should not be allowed into the classroom. When addressing this issue with parents, assure them that we want their child to return as soon as they are feeling better. If an illness is discovered after a child is in the classroom, remove the child from the other children and ask the Childcare Coordinator to page the parents or to locate them.

Upon the recommendation of the Committee on Control of Infectious Diseases of the American Academy of Pediatrics, a child should not be taken from the home when any of the following conditions exist:

- * Fever
- * Vomiting or diarrhea (even associated with teething and medication)
- * Any symptoms of childhood diseases, such as scarlet fever, German measles, mumps, chicken pox, cough, strep throat, flu, etc. or any other infectious or contagious disease.
- * Common cold from onset through one week
- * Sore throat
- * Croup
- * Fifth disease
- * Any unexplained rash
- * Pink eye or other eye infections (All eye infections are contagious. The child must be on medication for 24 hours and not exhibiting any symptoms before they can return)
- * Cloudy or green runny noses or persistent cough
- * Any communicable disease

We require that a child be free of fever for 24 hours before returning. When in doubt, please apply the "Golden Rule". Adherence to this policy is important to protect the health of all children in our department.

hand washing and toy cleaning policy

One of the best ways to prevent the passing of germs is by washing hands. It's important to teach children and model for them frequent hand washing. Remind the children continuously and assign a volunteer to help children wash their hands.

hands should be washed:

1. Before and after eating.
2. Before handling food for snack or center time.
3. Before and after changing diapers.
4. After helping a child in the bathroom.
5. After wiping and blowing noses.

toy cleaning policy:

Toys should be washed every session. Please make sure that toys are returned to the resource room clean at the end of each session.

- * Throughout the class time place dirty toys in the sink.
- * Spray the toys in the sink with a cleaning spray and let it sit for at least 3 minutes while you clean the rest of the classroom.
- * Rinse small toys with hot water.
- * Let toys air-dry on paper towels on the counter.
- * Large toys and surfaces that cannot be submersed in liquid (table tops, swings, battery operated toys, etc.), should be sprayed with the cleaning solution provided
- * Please return everything that you can return to the resource room after cleaning. It's okay to leave small toys on the counter to air-dry.

diaper changing and restroom policy

Please make sure that every child goes home with a dry and clean diaper. This communicates to every parent our care for the welfare of his or her child. It is important to follow these procedures to eliminate the spread of infectious diseases. Each child's health and safety is our ultimate priority. Female teachers should be the ones who change a child's diaper.

- * Have all supplies assembled and ready before you start. This will include diapers, wipes, paper towels, gloves, wax paper, cleaning spray, etc.
- * Wash hands.
- * Use wipes. If there are none in the child's bag, then use wipes provided by the church.
- * After changing, return the child to the play area.
- * Spray area, let the cleaning solutions sit on the mat for a minute, then wipe thoroughly.
- * Place soiled diapers in an individual plastic bag and dispose of in the proper receptacle.
- * Wash your hands.
- * Change diapers in the designated diaper changing area only. Do not change diapers anywhere else in the room.

restroom policy:

For the protection of our children and our volunteers, it is important to follow these procedures when taking older preschoolers to the restroom.

- * A volunteer is never allowed in a bathroom alone with a child.
- * Assist children with their clothing in the open doorway before they go into the bathroom.
- * Encourage children to do as much of this for themselves as possible.
- * Please stand with your foot in the door to monitor the needs of the child.
- * If you have an emergency situation where a child is sick or needs your assistance, please prop open the bathroom door and ask another volunteer to assist you.

security policy

1. As parents check in their child, they will receive a numbered security tag and a matching tag will be placed on their child and on their child's bag.
2. Any child under 2 years of age will assigned a beeper with their security tag. The parents can be paged in the event they are needed in the nursery. All first and second time visitors will be given beepers.
3. When picking up their child, the parent MUST present the security tag in order to receive their child.
4. Match up the security numbers of parent and child before releasing the child. If the security card is lost, you will need to get the Childcare Coordinator or Staff member to verify information before releasing the child.
5. All workers, paid and volunteer must wear an identification badge at all times in the Pre-school Nursery area, especially in the Nursery Suite. No one will be allowed in the Nursery Rooms except ID wearing volunteers, Childcare Coordinators, Staff, and Staff Spouses.
6. Allergy Stickers are available for guests. If a child attends regularly that has allergies, a permanent Allergy Badge will be made for them. It is important that we only allow food in our Pre-school area that has been checked by the Minister of Children and Families. There are many foods that may not contain the allergen, however have been cross-contaminated with the allergen.
7. Infant CPR and General First Aid training will be offered periodically through the Little Life Medical Center. This class is encouraged for all who work in the Preschool Area.
8. Allergy Awareness and Training will also be provided. This is encouraged for all workers, because of the potential dangers in allergic reactions.

volunteer screening and abuse prevention policy

This policy is specifically intended to safeguard our children from all forms of abuse. This policy addresses three areas: volunteer screening, reporting procedures and additional safeguards.

Completion of screening process

Screening is required for all staff and volunteers working with minors including but not limited to: Preschool and Children's Ministry, Student Ministry volunteers, special events childcare, etc.

The following is required of all volunteers serving with minors at North Main:

1. Completed Family Ministry Screening Application.
2. Three completed references on file.
3. Signed authorization for Criminal Records Check.

Reporting Procedures for Volunteers

Immediately report any suspicion of child abuse or neglect of which they have knowledge or observe within the scope of their duties to the Childcare Coordinator and/or the Minister of Children and Families.

Additional safeguards are as follows:

- There must be at least two volunteers in a classroom before children are received. No one may be alone in a classroom with a child.
- No volunteers who are related (husband/wife, mother/daughter) can serve in the same room at the same time. They may serve with another volunteer in the room.
- No one is to be alone in a bathroom at any time with a child.
- Preschool classrooms have security windows in every door.
- All Staff, Childcare Coordinators and their spouses have frequent access to all classrooms where preschool children are being cared for.

classroom checklist

- Remove used sheets and leave every crib with clean sheets.
- Place all dirty laundry in the clothes hamper.
- Leave all countertops cleaned off and store items in the cupboards.
- Return all unused craft supplies to the Resource Room.
- Return any unopened snack bags to resource room and throw away any leftover snacks.
- Put curriculum away in the marked cupboard. Throw away leftover curriculum papers.
- Clean the floors of major messes, such as snack crumbs or paper scraps.
- Any spills, potty accidents, etc. must be cleaned up to the best of your ability, covered with paper towels and taped down with masking tape. Please notify the Childcare Coordinator or a staff member and they will in turn notify a member of the maintenance staff to make sure that the marked area is properly cleaned and treated.
- Mark any broken fixtures or furniture with masking tape and alert your Childcare Coordinator or Minister of Children and Families.
- Spray small toys with cleaning spray, let sit for 3 minutes, rinse with HOT water, and leave them to air dry on the countertop. If clean and dry, return toys to Resource Room.
- Spray ALL play surfaces (swing trays, walkers, table tops, etc.) and large toys with cleaning spray, let sit for 3 minutes, and wipe down.
- Match up security tags when you receive them from the parents and attach them back together. Any mismatched sets can be taken to the Resource Room.
- Return pagers to the check-in desk.
- Turn off the lights in the classroom and in the bathroom.