



**Policy & Procedures Handbook
for CMAs**

Updated December 2024

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MISSION & VISION

First Baptist Bryan's Mission:

To make Jesus our all and share Him with all.

Preschool Ministry's Mission:

Love God and love people. *-based off of Matthew 22:37-39 (NIV)*

“Jesus replied, “Love the Lord your God with all your heart and with all your soul and with all your mind. This is the first and greatest commandment. And the second is like it, “Love your neighbor as yourself.”

First Baptist Bryan's Vision:

As we gather in worship, grow in GroupLife, and go on mission, we multiply disciples of Jesus Christ who share Him at home, in our community, and around the world.

Preschool Ministry's Vision:

To plant the seeds of biblical truth in the hearts and minds of preschoolers so they grow in their understanding of Jesus' love for them and begin to share His love with others.

Focus Points

- Make parents/guardians feel:
 - Welcome - at arrival
 - Safe - at drop off
 - Encouraged - at pick up
- Partner with parents in the spiritual development of their preschooler.
 - Parents are their child's #1 teacher.
- Look at biblical truths through the lens of: Love God, Love People.
 - Goal is to have preschoolers know these biblical truths before they graduate from Preschool Ministry to Children's Ministry.

Love God	Love People
God wants people to follow Jesus' example.	Because Jesus forgives, I can tell others I am sorry for hurting them.
People can show love for God by obeying Him.	God wants families [and friends] to show love, respect, and kindness to one another.
The Church is people who gather to learn about God and the Bible.	People who love God tell others all over the world about Him.
People at church worship by singing, talking to God, and listening to Bible stories.	People can pray for others in their communities and world.
People give money at church to help others learn about God and Jesus.	The church provides ways for people to help others.

*Based on Lifeway's Levels of Biblical Learning, for Middle Preschool & Older Preschool.

EMPLOYEE INFORMATION

Principle Function & Staff Supervision

A Children's Ministry Aide (CMA) is responsible for providing for the physical, emotional and spiritual needs of infants-elementary age children entrusted into our care, and meeting these needs through Christ-centered care in a classroom setting.

The Children's Ministry Aide is responsible to and directly supervised by the Associate Preschool Director and Childcare Coordinator.

Employee Qualifications

1. Must be sixteen (16) years of age or older.
2. Completed background check on file, and re-submit necessary paperwork every two (2) years.
3. Complete an online child protection course prior to your first scheduled shift and every two (2) years after the initial completion date.
4. Read and be familiar with these policies and procedures prior to working in the Preschool or Children's Ministries.
5. CMAs are hired on a semesterly basis. The Preschool Ministry Leadership Team will review if the CMA has met all the requirements in order to be considered for rehire the following semester.
6. CMAs must have a basic understanding of some foundational biblical truths that will be taught and focused on when caring for children within the Preschool Ministry. These truths include, but are not limited to: God made everything, God loves people and is with them, God hears me when I pray, God tells people to worship Him, God tells people to obey Him, The Bible is a special book, Everything in the Bible is true, and People who love God tell others all over the world about Him.

Employee Expectations

Arrival & Beginning of Shift

- Be punctual
 - There is a 5 minute grace period either direction, based on the shift start time, when clocking in. Please stay within this 10 minute window. You are considered late if you are more than 5 minutes late.
 - If running late, a text or phone call must be made/sent to your direct supervisor to alert them to your tardiness.
- Upon arriving for a shift, the CMA is expected to:
 - Clock-in and check the schedule for their room assignment
 - Pick-up classroom binder, CMA name tag, classroom snacks & toys
 - Set up assigned room and review lesson

During Shift

- Personal cell phone use during a scheduled shift is prohibited, unless an emergency situation were to arise. Phones are to remain out of sight; therefore, a CMA should not be checking their phone during the duration of their shift (this includes: texts messages, Facebook, Instagram, etc.) unless prior arrangements have been made with the Associate Preschool Director or Childcare Coordinator.
 - Cell Phones should be taken with the CMA while on a buggy ride or at the playground so that contact can be made when needed (safety concern, assistance is needed, parent is wanting to pick up early, etc.)
- CMAs should not sit on countertops or tables.
- CMAs should give the children their undivided attention at all times. This includes engaging in playtime with the children and interacting with them on the floor. A CMA should only be in a rocker if consoling an infant or toddler.
 - Sleeping children should be passed off to volunteers when present.
- If children are present, there must always be two (2) First Baptist Bryan approved adults/paid staff in the room at all times.
- As a CMA, you are the one responsible for changing diapers and assisting with bathroom duties; this is not a volunteer's responsibility.
- CMAs must keep an accurate headcount of the children in their care at all times and be able to relay this to members of the Preschool Ministry Leadership Team when asked.
- Be a happy and welcoming face to both children entering your room and to the parents dropping off.
- Be prepared to say a kind/encouraging word about each child at pick up.
- Bring any complaints or concerns (repeated misbehavior, etc.) to the attention of a member of the Preschool Ministry Leadership Team so these can be addressed in a timely manner.
- Buggy/stroller rides should not begin until at least 15 minutes after the beginning of the service hour. All rides must stop 15 minutes prior to the time the service is scheduled to end. When exiting the preschool hallway with a stroller or buggy, two adults must accompany the stroller/buggy at all times. A safety team member should be notified of your intended location (atrium or outside) upon exiting the preschool hallway. Strollers and buggies are intended for use with children ages 2 & under only.
- CMAs congregating at the welcome desk or in the hallway is not permitted; visiting with fellow CMAs should be reserved for before or after their shift.
- If no, or few, children show up, a member of the Preschool Ministry Leadership Team should be notified. Miscellaneous cleaning or organizational tasks may be assigned to the CMA to complete.

Professionalism & Communication

- Email is how you will receive regular means of communication. Please be sure to

regularly check your personal email, read the monthly newsletter, and check the CMA schedules weekly (through the CMA website).

- Speak to all adults and peers with respect.
- No cursing or adult-type conversations are permitted in the preschool.
- CMAs choosing to resign during the semester are asked to give two weeks written notice in order to allow time for a replacement to be found.
- CMAs should contact the Childcare Coordinator with any scheduling concerns. Any other concerns may be brought to either the Associate Preschool Director or Preschool Director.
- Face-to-face communication, as much as possible, is preferred to: express questions, comments, concerns, complaints, or suggestions. Email is the second best option.
- Please reserve text messages for quick “yes/no” questions.

Trainings

CMAs are required to participate in several training sessions:

- Orientation training: immediately after being hired & before working first paid shift
- New hire training: within 6 months of being hired
- Beginning of semester whole-group training: beginning of each fall & spring semester
- Continued education training during the semester - two sessions will be offered each semester; CMAs are required to attend at least one but may attend both if desired.
 - It is the responsibility of the CMA to sign-in upon arrival in order to have his/her attendance recorded for each training meeting. Failure to sign in may result in not being paid for attending a training. Semesterly trainings are 45-60 minutes in length.

Dress Code

- When scheduled to work, CMAs should wear the provided First Baptist Bryan Preschool Ministry Seedlings t-shirt, jeans or scrub pants (free of holes), and provided name tag. No athletic pants or shorts may be worn.
- Appropriate footwear consists of shoes that are attached securely to the foot by an ankle strap or tie, no flip flops, house shoes or Crocs.
- Open front jackets, cardigans, or flannels are permitted as long as the Preschool Ministry t-shirt is visible. No sweatshirts will be allowed (unless it is specifically an First Baptist Bryan Preschool sweatshirt).
- An awareness should be taken of any skin exposure that may occur when sitting down, bending over, or crawling around on the floor with a child. Appropriate undershirts or tank tops should be worn to ensure no indecent exposure occurs.
- Good personal hygiene and professional appearance should be observed at all times. This includes but is not limited to: being mindful of greasy hair and body odor.
- No offensive tattoos or piercings.
- Caution should be exercised when wearing jewelry. Be mindful of the age group you are working with; young children may unintentionally grab necklaces and earrings (i.e. items like hoop earrings or nose rings are not recommended).

Shifts

Sunday Mornings

- The Sunday AM shift includes childcare for Traditional service, GroupLife hour, and Contemporary service.
- Division Directors prepare lesson plans for the GroupLife hour.
- During the Traditional and Contemporary service hours, CMAs are expected to be the lead teachers in the classroom.
- During the GroupLife hour, volunteer teachers will teach the Sunday School lesson to the class. CMAs are expected to aide the teacher in this setting.
- CMAs are expected to reinforce the day's Bible story or biblical truth during the Contemporary service by completing additional activities (not done in the GroupLife hour), rereading the Bible story, and/or through intentional play time.

Wednesday AM (The MomCo.)

- The Wednesday AM shift provides childcare for members of The MomCo. group.
- Full childcare occurs the second, third and fourth Wednesday of the month with the first Wednesday of the month being reserved for The MomCo. leadership team meetings; childcare is provided on a much smaller scale this first Wednesday of each month for leadership only.
 - 1st Wednesday of each month= leadership week. Only 2-4 CMAs are scheduled on these weeks.
 - 2nd-4th Wednesdays of each month= regular The MomCo. meeting days.
- The MomCo. Kids is a curriculum used to provide a lesson and activity/craft for each week; this will be prepared ahead of time by a member of The MomCo. Leadership team. CMAs are expected to be the lead teachers during this shift and complete the lesson items as stated/requested.

Wednesday Night (MidWeek)

- MidWeek programming occurs for all ages, preschool-adults, during both the fall & spring semesters. A wide variety of classes are offered for individuals as well as for couples, and childcare is provided during this time. Most classes begin at 6:00pm and conclude by 7:30 or 8:00pm.
- MidWeek meals are provided to all paid staff at no charge. Meals take place from 5:00-5:30 in the fellowship hall.
- Childcare opens at 5:45.

Special Events

- CMAs are required to sign-up for a minimum of 3 special events (not including PNOs) per semester (summer, fall, and spring).
- Parent's Night Out (PNO) is a required event!
- Please remember to write down or put into your phone calendar which events you sign up for. Schedules will be posted two weeks prior to the event.
- Signing up for a special event does not guarantee the CMA being scheduled. It is the

responsibility of the CMA to actively monitor the special event schedules; last-minute changes may occur.

Scheduling

- Scheduling is based upon completion of the availability form sent out each semester; this form will determine when and where the CMA is scheduled.
 - Age group requests will be taken into consideration based on a first-come, first-serve basis.
- It is the responsibility of the CMA to clock-in and clock-out at the beginning and end of each shift. If the time clock is down or not working properly, please notify the Associate Preschool Director or Childcare Coordinator immediately.
- Arriving more than 5 minutes after the scheduled shift time, without a text or phone call, will result in the CMA receiving a written warning.
- Facilities will be open thirty (30) minutes prior to the scheduled start time of the shift.
- CMAs may clock in only 5 minutes prior to the start of the shift unless otherwise given pre-approval to complete miscellaneous cleaning or organizational tasks.

Subs

- When a sub is needed, it is the responsibility of the CMA to (1) fill out a Request Off on Homebase AND (2) email the Childcare Coordinator as soon as possible.
 - **All sub requests must be made at least two weeks in advance.**
- Substitutes must sub a minimum of 6 times per semester to remain an active CMA.
- CMAs will be allowed 3 absences per semester; this meaning they may only request up to 3 subs each semester. Any extenuating circumstances must be discussed with the Childcare Coordinator.

Holidays

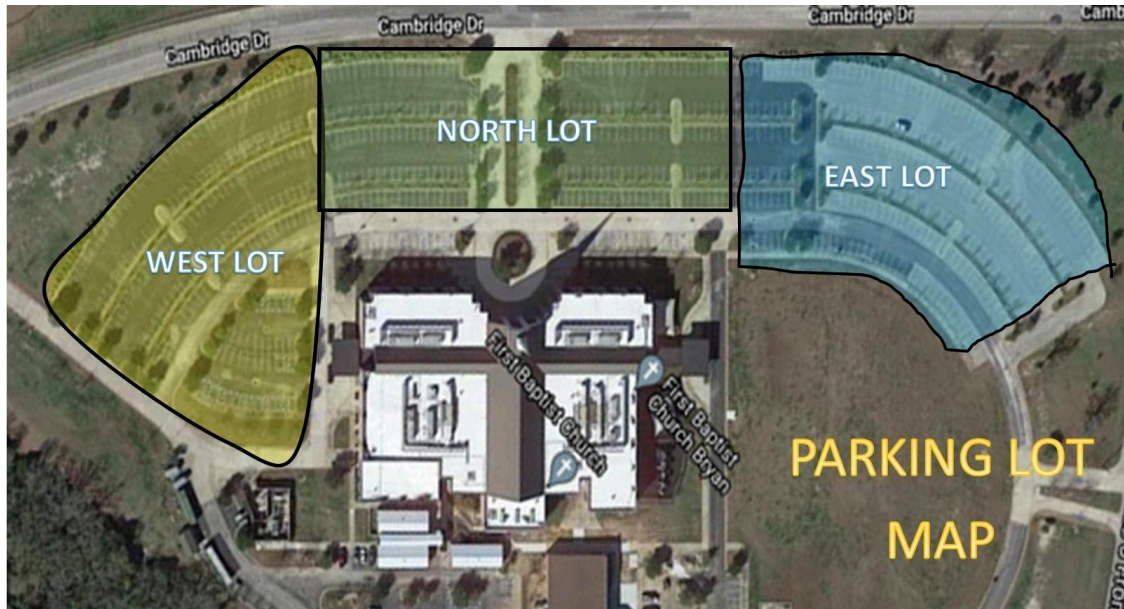
- All CMAs (even if they only work Wednesdays) will be expected to work either the first Sunday of Winter Break or the last Sunday of Winter Break. The Sundays in between are not required, however CMAs will still be needed.
- During Spring Break, there will be no Wednesday activities, however, Sunday AM workers are still expected to be at work the Sunday prior and Sunday after Spring Break.
- CMAs are not expected to work on Easter. CMAs that do choose to work will receive a holiday bonus.
- CMAs working in the spring will have the option to stay for the summer, return for the fall, or put in their resignation at the end of the semester.

CMA Discipline Policy

When CMA Expectations are not being met, notes will be kept by the Associate Preschool Director (APD) and Childcare Coordinator (CC). Once three or more violations have been recorded, the CMA will be asked to have a face-to-face meeting with the APD and CC. If improvements are not observed, the CMA could be immediately released from employment or not asked to return the following semester.

Parking

CMA's are to park at Lowe's and ride the church van to campus on Sunday mornings. On Wednesday mornings, Wednesday evenings, and for special events, CMA's may park in the north lot but must be on the last row in order to keep the closer stalls available for church members/families with young children.



SAFETY & SECURITY

Child Abuse

In accordance with Texas law, any citizen who has cause to believe a minor may have been or is being abused, as defined by Texas Family Code, is required to report his or her suspicions to the Texas Department of Family and Protective Services (TDFPS) or local civil authorities (police). To report child abuse, TDFPS maintains a 24-hour hotline at 1-800-252-5400; or a report can be made on their website at www.dfps.state.tx.us.

Suspected or known child abuse should immediately be reported to either the Preschool Director or Associate Preschool Director.

Check-In Policy

- Children must have either a computer-generated or handwritten security name tag to be admitted into a classroom.
- Please help ensure that each child entering your classroom has a name tag. If they do not, please inform the parent/guardian that they need to obtain one from either the Preschool Welcome Desk (for first-time visitors) or from the check-in kiosks (for returning guests).

- Please remember the following when a child is about to enter your classroom:
 1. Smile & greet the child first
 2. Check for name tag
 3. Greet the parent/guardian
 4. Remind them to sign in

**Note:* If their child is sad, reassure them that they will be contacted if their child remains sad for longer than 10 consecutive minutes. This will help to ensure that the parent/guardian feels both welcome and safe!

Two-Tag System

- All children entering a classroom must have a name tag attached to the back of their shirt (with the exception of infants, this tag may be placed on the diaper bag instead).
- The second and identical name tag, also known as a Pick Up Receipt, is to remain in the possession of the parent/guardian for pick-up purposes.

Check-Out Policy

- A child may NOT be released from your classroom until after the parent/guardian presents the Pick Up Receipt (which corresponds to the name tag on that child).
- Older siblings/youth-age children may not pick up a child from a classroom even if the pick-up sticker is present. Children will only be released to adults 18+ years of age.
- In the case of a lost/misplaced security tag, the following people must physically sign a child out for the parent/guardian: Preschool Director, Associate Preschool Director, Childcare Coordinator or Preschool Division Directors.
 - A photo of the pick up receipt may be used as a way to sign the child out as long as the name & date match.
- Please remember to be positive in your interactions with parents at pick-up; this is when we want them to feel Encouraged!

Background Checks & MinistrySafe

Please refer to Employee Qualifications on page 4 for further details.

Parent Location Sheets

Each child being dropped off must first be signed in on the Parent Location Sheet located outside each classroom door.

- 3 purposes of Parent Location Sheets:
 - 1. Parent location & contact information
 - 2. Live roster in the event of an emergency
 - 3. Sickness tracker (hand, foot & mouth, lice, etc.)

Two Adults/Room Policy

To ensure the safety of all children, two non-related adults must be present within each preschool classroom at all times. An adult is defined as a person 18 years of age or older or a

paid staff member. This helps to make certain that one adult is monitoring the classroom at all times, even if another child is being changed or assisted during potty time. This rule applies no matter the number of children per classroom. If one adult needs to leave, they must first inform a member of the Preschool Leadership team so that another adult may step into the room to take their place before exiting.

Men In Preschool

Men are welcome and encouraged to serve within the preschool ministry. However, men are not allowed to change diapers or assist with potty time. Therefore, men will always be paired with an adult female or female paid staff member in order to provide the needed assistance with diapers/potty time.

Playground Policies

- Classes need to abide by their individual classroom schedule in order to ensure **no more than two classes are on the same playground at a time.**
- Prior to going to the playground, **all children must be checked/changed or taken to the potty.** No class is allowed to leave the classroom until all children have at least attempted to go potty.
- Appropriate **signage is to be mounted** on the doorframe (“Gone to the Playground”) when exiting the classroom for the playground in order to notify members of the Preschool Ministry Leadership team and parents of your whereabouts.
- Playground use per age of children:
 - **Classrooms of 1 and 2 year olds** are allowed to use the Green/Toddler Playground.
 - **Classrooms of 3 year olds-kindergarten age** children are allowed to use the Blue/Preschool Playground.
- Classes must **return to their rooms 15 minutes prior** to parent pick-up time.
- Parents may *not* pick up their child from the playground. Instead, the Preschool Director or Associate Preschool Director must be contacted and asked to come personally release a child to their parent.
- While on the playground, adults should be **constantly moving around and actively monitoring** the children.
 - Stationary standing and talking are not permitted.
- **Cell phones should remain out of sight** while on the playground unless being used for an emergency or to contact a member of the Preschool Ministry Leadership team for assistance.
- If the ‘feels like’ **temperature is >95**, playground **time must be limited to 10 minutes.** **Water bottles should be taken outside** with the students if the temperature is 90 or above. If the temperature is <45 degrees, the playground should not be used.
- In the event that a child needs to go potty, while their class is at the playground, **two-adults must accompany the child inside** while two adults remain outside. If only 3 adults are on the playground, 2 must remain on the playground while 1 takes the child inside and either (1) finds an additional adult - safety team member, division director,

etc.- to accompany them to the bathroom or (2) takes the child to a classroom that is currently occupied.

Inappropriate Touch

First Baptist Bryan is committed to protecting children in our care and recognizes that appropriate touch is part of a positive, nurturing environment in a healthy preschool ministry. Please be mindful of the following guidelines.

Appropriate/safe touch:

- Hugs
- High fives
- Pats on the back or shoulder
- Holding hands while walking with a child
- Arms around shoulder (“side hug”)
- Lap sitting (age 4 & under)

Inappropriate/unsafe touch:

- Kissing, including top’s of babies heads
- Lap sitting (age 5 & above)
 - For parents or grandparents serving in their child’s classroom, this rule also applies to their own children.
- Tickling
- Piggy back rides
- Touching anywhere between the navel and the knee
- Massaging
- Holding a child over your head
- Throwing a child in the air
- Picking up a child by their feet or hands; always pick a child up under their armpits

Note: Never touch a child out of disgust or anger. Do not force physical touch or affection on a reluctant child. A child’s preference not to be touched must be respected, except in cases where the child’s safety or the safety of others is in question.

Bathroom Policy

Bathroom assistance will only be provided for children up to Pre-K age. For children enrolled in a kindergarten classroom, the bathroom should be checked before and after a child enters but the adult is to remain outside the bathroom door while it is in use. Only one child is permitted in the bathroom at a time.

Hallway bathrooms are for adult use only. Classroom bathrooms are for child use only.

Bathroom Procedure:

- Door is to be left ajar when assisting a child in the bathroom.
- Gloves are to be worn while assisting a child in the bathroom.
- Assist the child with wiping and flushing as needed.

- Handwashing should take place for both child and adult before exiting the bathroom; assist the child with handwashing as needed.
- Bag Pull Ups with BMs to eliminate smell before disposing of in the bathroom trash can.

Potty Training

If a child is actively being potty trained, the parent/guardian should inform you how often they would like for you to take their child to the bathroom. Tiny potty chairs and potty training seats are available in our preschool bathrooms for the child's use. Color changing tablets are also available to help motivate a child to go pee or poop in the potty. Stickers may be given as a reward (unless the parent informs you of another alternative reward in their child's bag; ex. Skittles, chocolate chips, etc.). Potty dances are also encouraged!

Soiled Clothing Policy

Soiled clothing should be removed immediately. A child should never be scolded for having an accident. If clothing is simply wet, place items in a plastic bag. If BM is present, please remove it prior to placing soiled clothing in a plastic bag (the CMA in your classroom can do this). A child should be placed in their own clean clothes first; however, if none have been provided, spare clothing and underwear are available behind the older preschool hallway desk. Place bagged clothing in the child's diaper bag/backpack and inform the parent, at pick up, of the soiled items.

Handwashing Policies

CMAs should wash their hands before handling any food, after changing a diaper or assisting a child in the bathroom, and after wiping a nose (your own or a child's). Also, please be mindful to encourage handwashing and/or the use of hand sanitizer before children have snack time.

Hallway Policy

Before entering the hallway, children should be verbally reminded of the hallway expectations (listed below). Headcounts should be taken and confirmed between both adults before leaving and again upon reentering to the classroom.

*Line Walking: 1 adult in front & 1 adult in back, at all times.

Hallway Expectations:

- Use walking rope; located in the classroom
- No running; use the statement, "Let's try again" if running does take place.
- Encourage the use of "marshmallow feet" for quiet walking.
- Encourage the use of "duck tails" or "shark fins" for keeping one's hands to self.
- Encourage "bubbles in mouths" for no speaking/whisper voices only in the hallway.

Slide Guidelines

- Children ages 3 and above are allowed to use the red treehouse slide.
- Classroom teachers may at times use the slide as an incentive for the children.
- While it is actively in use, one adult must monitor the top of the slide, while another adult monitors the bottom of the slide.

- Children are to be taught how to monitor the TV screen, at the top of the slide, in order to ensure the previous child's exit from the slide before they go down next.
- Children must slide one at a time.
- Children must slide feet first.
- The slide will remain locked, at the top, when not in use.

Incident Reports

Incident Reports are to be filled out by the CMA, or volunteer (if they witnessed the incident), in the event that a child suffers an injury requiring an ice pack or bandaid, and a visible bump, bruise or scrape is present. Please inform a member of the Preschool Ministry Leadership team as soon as possible so that they may decide whether immediate contact is necessary. At minimum, parents/guardians are to be notified of the incident at pick-up and asked to sign the report acknowledging that they were informed of the event. All Incident Reports are kept and filed away; please place it on the Childcare Coordinator's desk at the end of your shift.

Safety Drills

All CMAs are trained on the following drills: evacuation (fire), tornado & lock down. Drill procedures can be found in the Safety flip charts located next to each classroom door. Emergency backpacks are also located here and are to be used during active/practice drills.

JDLR

JDLR - "Just Doesn't Look Right" is the phrase that we use when something doesn't look or feel quite right. If you notice something that makes you feel uncomfortable, please don't hesitate to speak up. Our church's Safety Team members are trained in this verbiage as well and will know what you mean if you simply approach one of them and say 'JDLR' (ex. "JDLR outside toddler playground."). Safety Team members are identifiable by a name tag that simply says "Safety Team."

[HEALTH & WELLNESS GUIDELINES](#)

Toy Cleaning Procedure

- Most toys are to be removed from the classrooms at the end of each shift in order to be properly washed and disinfected.
- Toys are to be sorted into designated baskets located on the cleaning cart. These toys will be cleaned at a high temperature with soap and water in the church's industrial dishwasher located in the church kitchen.
- All cloth toys are to be laundered in the washing machine after each use.
- All large toys, or battery-operated toys, are to be handwiped with a disinfectant wipe at the end of each shift.
- Volunteers do *not* need to pick up or clean toys; this is the responsibility of the

CMA at the end of each shift.

Classroom Cleaning Procedure

- All large, flat surfaces - tables, countertops, etc. - are to be sprayed and wiped down with a disinfectant spray at the end of each shift. Spray is to remain on all surfaces for a minimum of two minutes before being wiped off with a clean, dry rag.
- All high-touch surfaces - handles, doorknobs, etc. - are to be wiped down with a Clorox wipe.
- All other non-wipeable/cloth surfaces are to be sprayed with Lysol.
- Linoleum floors within the classrooms are to be swept.
- Carpets within the classrooms are to be vacuumed.

Allergy Policy

It is the responsibility of the parent to inform classroom teachers of a food allergy each time a child is dropped off. If in the nursery, the allergy should be written on the child's Daily Log each time; neon orange Daily Log forms are also used for allergies to make them stand out amongst the other papers.

This allergy should also appear on the child's printed name tag; if it does not, please inform either the Preschool Ministry Team.. For a child who regularly attends and suffers from an allergy requiring an Epi-pen, an 'Allergy Notification' sign will be posted on the cupboard in that child's classroom.

An 'Allergy Alert' form will be hung outside each classroom, by the CMA, when food other than Goldfish crackers, Cheerios, or Puffs are to be served or used as part of a lesson or craft/activity. If a child has a food allergy, they are typically sent with an alternative snack from home; please check their bag for this.

**Note:* Allergy information can also be found in our "Allergy Alerts & Special Friends" yellow folders located in the 'Location Papers' drawer found in each classroom.

Medication & Epi Pens

Staff members, including CMAs, will administer EpiPens and emergency medication when necessary but at no other times. Volunteers should be prepared to administer these items only in the event of a true emergency. If you have a child present in your classroom that has an Epi-pen, please make sure you are aware of its location. Any other medications, including Benadryl, Tylenol, etc. will need to be administered by a parent or guardian.

Sickness Policy (Calling-In Sick)

- CMAs must have gone 24 hours without vomiting or running a fever prior to their shift.
- In order to call in sick, a CMA must notify the Associate Preschool Director or Childcare Coordinator as soon as illness occurs via email and/or text message; even if in the

middle of the night in order to allow ample time to find a sub.

- Proof of illness must be shown (ex: doctors note or picture of thermometer)
- If no response is received from the Associate Preschool Director or Childcare Coordinator within one hour of your shift start time, it is the responsibility of the CMA to follow up and ensure that his/her absence has been recorded.

Sickness Policy for Children

Parents are asked to NOT bring their child to church if they have experienced a fever, vomiting, diarrhea, or green mucus in the past 24 hours. If a child begins to exhibit any of these symptoms while in your care, please notify the Associate Preschool Director or Preschool Director so the child's parents may be contacted immediately and asked to pick their child up.

MISCELLANEOUS

Youth Volunteers

Youth-age minors/students (ages 13-17) are allowed to volunteer within the Preschool Ministry, once per month, on a case-by-case basis. Students must display: maturity, ability to appropriately interact with preschoolers, and a willingness to abide by policies and procedures. Per the Child Protection Policies & Procedures Manual, staff review and approval is required; endorsement by the Pastor serving in their life stage ministry area is required. Two adults must be present within the classroom they are serving in at all times; youth volunteers are to be used as an additional set of hands but they do *not* count as one of two adults.

Youth volunteers are held to the same set of standards when it comes to conduct, therefore they are told that cell phones are not to be used while serving in a preschool classroom. If you observe a youth on their phone, please bring this to the attention of a member of the Preschool Leadership Team.

Snacks/Food

Snacks should only be served to children while they are seated at a table. Teach the children to stay at the table until their snack is finished. Children should each be given only one cup of Goldfish per service hour; if they ask for more simply remind them that they will be having lunch with their family soon! Have the children clean up their own mess and push their chair under the table. Remember to use this time to pray with the kids - they will repeat this practice at home!

If a child is eating when he arrives, or brings a meal with him, direct the child to the table to finish his food/meal first before allowing him to participate in classroom activities. Otherwise, children will often become distracted and not want to eat their cold food later. Do not allow the child to wander the room with food in-hand.

Ball Room & Peacock Playhouse

- Classrooms with 2 year olds and younger are allowed to utilize the Ball Room, located in the younger preschool hallway. The class must return to their room 15 minutes prior to parent pick-up.
- The Peacock Playhouse, located in the older preschool hallway, is open to all ages. This larger open space is great for movement games, bowling, ring toss, parachute fun, instrument play, board games or obstacle courses.
- When leaving your classroom, remember to place the appropriate sign on the classroom door to notify parents, who may be picking up early or dropping off late, of your current location.

Distraction Methods

Use the following items to assist with distracting/soothing an upset child:

Infants/1s:

- Stroller rides
- Large picture windows
- Running water (classroom faucet)
- White noise machines
- Walks down the hallway

2s-Kinder:

- Bubbles
- Balloons
- Balls
- Beads (necklaces)
- Baby dolls & real babies!
- Books
- Fidget toys

Disciplining Children

Misbehavior is developmentally appropriate for preschoolers. Positive reinforcement is the main focus of discipling a child at First Baptist Bryan. Discipline should be tied back to biblical foundations (*Does God want us to be kind or unkind to our friends/teachers? Would those words make Jesus happy or sad?*). If a behavior continues, the following guidelines may be used:

1. **Redirect:** Redirect the child to a different toy/activity/friend. The goal is to take the child away from the situation causing the disruptive behavior.
2. **Reminder of Expected Behaviors:** Use positive directions; express the things you do want to see versus stating what you don't want to see (ex. "Our feet stay on the floor." "We use gentle touches. Show me a gentle touch."). Give the child a warning of what

will happen if this behavior continues. If-then statements are the preferred way to communicate this idea.

3. **Removal of Item or Child:** If the behavior continues, take away the item. This step may not be applicable for all situations. If something is taken away, let the child know when they can get the item back (ex. *after story time you may have the legos back*). It is important to follow through with what was said. Preschoolers will remember empty threats. The next step would be to remove the child, through the use of “time away” within the classroom. It is important to do as much disciplining in the classroom as possible. Some children will see that acting out will give them a ticket out of the classroom. The number of minutes in Time Away should equal the child’s age (ex. 3 years old= 3 minutes). Time away should not be done in a corner but instead in a location away from the group setting, but with you close by.
4. **Hallway Visit:** If a child appears to be overstimulated or other attempts do not appear to be working, the CMA may temporarily take the child on a walk in the hallway as long as two adults are still present within the classroom.
5. **Director Visit:** When all efforts have been exhausted, or a CMA is feeling overwhelmed, they may ask for the Preschool Director or a Division Director to come assist with misbehavior.

***Parent Meetings:** Do not communicate behavior issues to parents; refer to your immediate supervisor. If a behavior is ongoing, and all other attempts have failed, the Preschool Director will schedule a meeting with the parents in order to talk through what is being observed and to develop a plan-of-action in order to make the child’s time in class successful. Behavior concerns should not be relayed to a parent at pick-up.

Verbal Interactions

Verbal interactions between leaders and children should be positive and uplifting. Cursing and making statements such as: “Oh my God!,” “That was stupid!,” or “Don’t be dumb!” are considered inappropriate. We want to be models for Christ through both our words and actions. We also do not want to use threatening statements in an attempt to coerce children into behaving (ex. “Do I need to call your mom and let her know how you are acting?”).

NURSERY-SPECIFIC POLICIES

Nursery Policy

Infants will be accepted into the nursery beginning at 8 weeks of age but not before.

Daily Log

The left-hand side of this form is to be filled out by the parent/guardian when dropping off their infant/toddler age child in a nursery classroom. This form provides you with pertinent information about the child’s: next feeding time, bottle feeding amount, snacks provided, pacifier use, allergies, etc. The right-hand side of this form provides a place for CMAs/volunteers to

record diaper changes/checks, food eaten (including amount), and nap time details. Please ensure that these forms are placed inside the corresponding child's diaper bag/backpack prior to releasing a child to their parent.

Labeling Items

All items, including: diaper bag/backpack, bottles/sippy cups, snacks/food pouches, wipes, jackets, etc., being dropped off with a child are to be clearly labeled with the child's first and last name. If items are not labeled, please use masking tape and a Sharpie in order to place a temporary label on items such as bottles and sippy cups. Initials can also be written directly on diapers and wipes that are removed from a child's bag.

Diaper Changing

- A child is never to be left unattended on the changing pad.
- Gloves are to be worn while changing a diaper.
- Only adult females are permitted to change diapers.
- Use supplies provided by the parents first and then make use of church supplies as needed.

Diaper Changing Procedure:

- Gather all needed supplies, including a clean diaper and baby wipes, and place these at the changing station *before* laying the child on the changing pad.
- Put on gloves.
- Remove soiled diaper from child and dispose of properly:
 - Wet diapers may be placed directly into the trash can.
 - Diapers containing a bowel movement (BM) need to first be bagged.
- Thoroughly clean all BMs off the child's skin with a baby wipe.
 - If a diaper rash is noticed, pat dry, don't wipe.
 - A notation of the rash should be made on the child's Daily Log.
- Remove gloves.
- Place a clean diaper on the child ensuring that the velcro is fastened snug in the front and leg cuffs are pulled out to prevent leakage.
- Remove the child from the changing station and thoroughly wipe down the changing pad with sanitizing wipes.
- Wash your hands.

**Note:* CMAs are to prioritize the changing of diapers but volunteers may also assist with diaper changes if they offer.

Bottle Feeding Policy

All bottles should come pre-measured with water and/or formula. If formula is not already added to the bottle, the formula must be pre-measured, ready to mix. Breast milk must be thawed and already added to the bottle (not in a storage bag). A small refrigerator is available in the nursery for bottles needing to be kept cold. Bottle warmers are provided in the nursery

classrooms as needed; refer to the child's Daily Log to find out whether they prefer their bottle warm.

Nursing Room

A nursing room is located in our younger preschool hallway. This room is equipped with a changing table, nursing pillows and two rocking chairs. A television is also available in this space in order to view the day's service. A sliding 'Vacant'/'In Use' sign is mounted outside this room for the purpose of notifying others of occupancy.

Crying Policy

Provided contact information will be used to reach a child's parent/guardian on an as needed basis. If we are unable to console a child, and he/she remains sad for more than 10 consecutive minutes, contact will be made with the parent, by the Preschool Director, Associate Preschool Director or Division Director, to inform them of this. Parents will either simply be notified and given the option to come pick up their child early or asked to come provide assistance with soothing their sad child.

Pacifiers

Pacifiers are welcome in all of our nursery classrooms. Parents are asked to send them attached to either a pacifier clip or WubbaNub plush animal; we also ask that their child's name be present either on the paci itself, clip or plush animal. This is meant to assist you as the volunteer in keeping each pacifier attached to the correct child. If a pacifier is dropped on the floor or snatched up by another child, please immediately rinse it in warm water before allowing a child to put it back in their mouth.

Baby Carriers

All children must be removed from their car seat/baby carrier, by the parent/guardian, before being left in the care of the preschool; this includes children who are asleep. No CMA or volunteer is allowed to strap a child into their carrier; this too must be done by the parent/guardian.

Safe Sleep

Due to positional asphyxiation risks, infants cannot sleep in any containment device, such as: a swing, bouncer, etc. for longer than 15 minutes. If a child falls asleep in one of these devices, please move them to a crib or hold them while they sleep. When placing a child in the crib, make sure to use a clean sheet for each child and to place them on their back to sleep. While we must always place children on their back, if a child rolls over onto their stomach, it's perfectly acceptable to leave them that way.

Stroller/Buggy Rides

Rides should not begin until at least 15 minutes after the beginning of the service hour. All rides must stop 15 minutes prior to the time the service is scheduled to end.

When exiting the preschool hallway with a stroller or buggy, two adults must accompany the stroller/buggy at all times. A safety team member should be notified of your intended location (atrium or outside) upon exiting the preschool hallway. Strollers and buggies are intended for use with children ages 2 & under only. Cellphones should be carried with you while on a buggy ride in the event of an emergency. Remain alert for any suspicious persons/activity while on a buggy ride. If something “Just Doesn’t Look Right” (a.k.a. JDLR), don’t ignore it; immediately inform a Safety Team member.

PRESCHOOL MINISTRY LEADERSHIP ROLES

Preschool Director I *Chelsye Rich*

The Preschool Director (PD) recruits, trains, and oversees volunteers and ministry leaders. She develops and enhances age-appropriate curriculum and classroom schedules for children birth through kindergarten. The director collaborates with the Associate Preschool Director to ensure that childcare is in place for churchwide special events. She equips and encourages parents of preschoolers in their at-home discipleship role through the use of various resources and the Family Dedication Parent Workshop.

Associate Preschool Director I *Branalyn Dailey*

The Associate Preschool Director (APD) supervises and coordinates Children’s Ministry Aides (CMAs), collaborates with the PD in the development of preschool programming, and ensures a positive Preschool Ministry environment. The Associate Preschool Director works under the direct supervision of the Preschool Director.

Childcare Coordinator I *Aubrey Stone*

The Childcare Coordinator leads in the recruitment and selection of Children’s Ministry Aides (CMAs) and creates/maintains all CMA schedules. The Childcare Coordinator is present at all Special Events and acts in the role of direct supervisor to the CMAs during these events. The Childcare Coordinator works under the direct supervision of the Associate Preschool Director.

Lead CMA(s) I *Alexa Gonzalez, Dawn Cook & Katrina Holland (Sunday AM) & Kylie Alban (Wed. PM)*

The Lead CMA is a position appointed by the Preschool Director and Associate Preschool Director to assist in the supervision of our Children’s Ministry Aides (CMAs). This position is selected based on observed leadership qualities of the candidate. A Lead CMA is someone who is willing to assist other CMAs with various tasks and answer questions, and works under the direct supervision of the Associate Preschool Director and Childcare Coordinator.

CMA (Children’s Ministry Aide)

The Children’s Ministry Aide (CMA) is responsible for providing for the physical, emotional and spiritual needs of infants-elementary age children entrusted into our care, and

meeting these needs through Christ-centered care in a classroom setting.

Preschool Division Directors I *Julie Hamilton & Lauren Wolfe (3 & 4s), Lisa Nelson (1 & 2s), Lisa Parker (Nursery)*

Plan and prepare for age-appropriate Bible lessons and correlating activities through the use of purchased curriculum. Participate in the recruitment of volunteers/Sunday School teachers to execute the teaching of each Sunday's lesson.

Preschool Sunday School Teachers

Execute the teaching of the day's Bible story through the use of prepared lesson plans by the Preschool Division Directors.