



## **Volunteer Training Handbook**

Updated December 2024

Includes:

- Our Mission & Vision for the Preschool Ministry
- Serve Requirements & General Policies
- Safety & Security Standards
- Health & Wellness Guidelines
- Leadership Expectations
- Preschool Ministry Leadership Roles

## 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.

<b>Love God</b>	<b>Love People</b>
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.

## SERVE REQUIREMENTS

### **Background Checks & MinistrySafe**

First Baptist Bryan's policy is that anyone who serves with children must meet the following 2 requirements *before* being allowed to serve:

- (1) Fill out a Background Check form and
- (2) Complete an online child protection training through MinistrySafe.

\*Both of these items are on an every 2 year renewal cycle; these items must be completed by all volunteers age 18+.

### **Youth Volunteers**

Youth-age minors/students (ages 13-17) are allowed to volunteer within the Preschool Ministry 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 your life stage ministry area is required. Two adults must be present within the classroom you are serving in at all times; youth volunteers are to be used as an additional set of hands.

Youth are allowed to volunteer within the preschool once per month but no more. The Preschool Ministry desires for youth to create connection with their same-age peers by being involved in the Youth Ministry here at First Baptist Bryan. Serving in preschool is not to be used as a way to "hide from" or avoid attending youth group or worship service.

Serving within the Preschool Ministry must be pre-scheduled with either the Associate Preschool Director (APD) or Preschool Director. It is preferred that serving occurs on a set rotational basis (ex. Allison serves the 1st Sunday of every month). If a change needs to be made, it is the responsibility of the volunteer to communicate this change/absence to the APD via email.

Cell phones are not to be used while serving in a preschool classroom. If you are seen on your cell phone, you will be asked to put it up.

## GENERAL POLICIES

### **Dress Code**

Shirts, dresses and skirts must be long enough so as not to expose the back or buttocks, even when bending over or sitting down. Tops should not be low-cut, see through, nor expose undergarments. Closed-toed shoes or footwear that is attached securely to the foot by an ankle strap or tie should be worn; no flip flops, slides or Crocs without a backstrap are allowed.

### **Jewelry**

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 necklaces are not recommended while volunteering in the Preschool Ministry).

### **Classroom Assignments**

Classroom assignments are made based on each child's birthdate. Children are promoted to a new class in August of each calendar year (on Promotion Sunday).

### **Special Event Policy**

Special events require pre-registration in order to ensure a spot is available for each child as well as to make certain enough adult workers (CMAs or volunteers) are scheduled for these events. Special event childcare is provided for Pre-K & under, unless otherwise noted. Childcare drop off begins 15 minutes prior to any event start time.

### **Toys from Home**

We strongly discourage toys from home, including stuffed animals, to be brought into the classroom setting. While well meaning- these items oftentimes cause problems because they are not easily shareable with fellow peers. If a child attempts to enter the classroom with a toy or stuffy from home, please politely ask the parent to take it with them.

### **Lost & Found Items**

A Lost & Found shelf is located at the entrance to the younger preschool hallway. Please assist your CMA by helping to ensure that all items removed from a diaper bag/backpack are (1) labeled with the child's name & (2) get returned to the bag prior to pick up time. If an item is not labeled with a child's name, please simply use masking tape and a Sharpie to make a temporary label.

### **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.

## 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](http://www.dfps.state.tx.us).

### **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, 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!

## 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 adults or paid staff members must be present within each preschool classroom at all times; this helps to make certain that one person 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 Ministry 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 three 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 Playground #1..
  - **Classrooms of 3 year olds-pre-K age** children are allowed to use Playground #2.
- 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**

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. Coloring changing tablets are also available to help motivate a child to go pee-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.

## **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**

- No running; use the statement, "Let's try again" if running does happen.
- 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.

\*Walking ropes are available in all 2s-Pre-K age classrooms to assist with line walking.

## **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 remains at the bottom of the slide.
- Children are to be taught how to self-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 remain seated and slide feet first.
- The slide door is to 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.

Any injury involving the head, no matter how minor, requires an incident report be filled out. The parent should be notified immediately of head bumps that result in immediate bruising, swelling or blood; notification will be made by the Preschool Director or Associate Preschool Director.

If a parent requests a copy of the Incident Report, one will be given to them but the original must be kept by the Preschool Ministry.

### **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 removed from the classrooms at the end of each shift in order to be properly washed and disinfected.
- All cloth toys will be laundered in the washing machine after each use.
- Toy cleaning is completed by your classroom CMA; volunteers do *not* need to pick up or clean toys.

### **Classroom Cleaning Procedure**

Classroom cleaning is completed by your classroom CMA; volunteers do *not* need to stay and assist with cleaning.

### **Handwashing Policies**

Hands should be washed before handling any food, after changing a diaper or assisting a child in the bathroom, and after wiping a nose.

### **Allergy Policies**

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 Director or Associate Preschool Director. 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**

Parents are asked to not bring their children 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 our care, please notify a member of the Preschool Ministry Leadership team immediately so that contact can be made with the parents. Parents will be asked to promptly pick their child up.

*\*Please note:* This Sickness Policy also applies to volunteers. Please notify the Preschool Director or your Division Director of sickness ASAP so that a sub can be found.

**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.

## LEADER GUIDELINES

### **Trainings**

Preschool Ministry Team members, including: Sunday School teachers, Welcome Desk volunteers and Division Directors are asked to attend biannual team meetings/trainings:

- Fall semester training (August or September)
- Spring semester training (January or February)

These times will be used to revisit current policies/procedures, discuss any changes being made to policies/procedures, review expectations & provide continuing education opportunities.

### **Discipline Policy**

The following is a guideline to assist with unwanted behaviors in the classroom setting - 5-Step Plan:

1. Redirect their attention to something else
2. Remind them of the expected behavior
3. Remove item or child from activity temporarily (referred to as “time away”)
4. Hallway Walk is to be used if a break from the whole group is needed.
  - a. \*Please remember that 2 adults/room are required at all times.
5. Director Visit

\*Notes:

- We recognize that misbehavior is developmentally appropriate for preschoolers.
- Discipline should be tied back to biblical foundations (i.e. *Does God want us to be kind or unkind to our friends/teachers? Would those words make Jesus happy or sad?*).
- Goal: to handle as many things within the classroom as possible.

### **Verbal Interactions**

Verbal interactions between leaders and children should be positive and uplifting. Cursing and making statements such as, “Oh my God!” or “Urgh! Do you ever listen?” are considered inappropriate. We want to be models for Christ through both our words and actions.

## 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 pre-K. 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 & Stephanie Barrett (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.

**Chelsye Rich** | *Preschool Director*

[chelsye@fcbryan.org](mailto:chelsye@fcbryan.org)

(979) 776-1400 ext. 130

**Branalyn Dailey** | *Associate Preschool Director*

[preschool@fcbryan.org](mailto:preschool@fcbryan.org)

**Aubrey Stone** | *Childcare Coordinator*

[childcare@fcbryan.org](mailto:childcare@fcbryan.org)