



Preschool Handbook

Updated June 2026

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ABOUT PRESCHOOL

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:

*We **gather** to plant seeds of biblical truth, **grow** in our understanding of Jesus' love, and **go** 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.
 - Preschoolers will know these biblical truths before they graduate from Preschool

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.

PRESCHOOLERS WE SERVE

We serve preschoolers aged 8 weeks through PreK. When they graduate to Kindergarten, they graduate upstairs to our Kid's Ministry.

We have two hallways, the younger hallway serves children 8 weeks-1 year olds and our older hallways serves children in 2 year old through PreK classrooms.

Our preschool is divided into 3 Divisions-Nursery, 1s & 2s, and 3s & PreK.

We provide limited childcare during Traditional hour using CMAs (Children's Ministry Aides). During both GroupLife 1 (10:10-11:30) and GroupLife 2 (11:30-12:30), we have Sunday School taught by Sunday School or Nursery Rotation Teachers with CMAs to assist in each room. These hours attempt to mirror each other with activities, lessons, outside/gross motor activities, and snacks.

Classroom Assignments and Promotions

Children in Nursery are promoted based on motor development.

Children in the 1s & 2s and 3s & PreK Divisions are promoted during August on Promotion Sunday based on age as of September 1st of each year. We generally have 2-3 classrooms for each age group.

If a child's classroom is full, we will place them in the closest age group available.

PRESCHOOL MINISTRY STAFF ROLES

Preschool Director | *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 aged birth through pre-K. The director collaborates with the APD 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 | *Amberly Moore*

The Associate Preschool Director (APD) is the direct supervisor to the Childcare Coordinator (CC) and Children's Ministry Aides (CMAs), when the CC is not present. The APD recruits, supervises, communicates with, and coordinates volunteers and volunteer rotation schedules, assists in the development and compliance with policy and procedures, collaborates in the development of preschool programming, and ensures a safe and positive Preschool Ministry environment. The APD works under the direct supervision of the Preschool Director.

Preschool Assistant | *Cayman Allen*

The Preschool Assistant collaborates with appropriate committees, teams, and Church leaders in setting goals, determining priorities, establishing programs, and supporting the Preschool Ministry. She supports the Preschool Ministry by organizing curriculum and supplies to assist the preschool department in its execution of planting biblical seeds in the hearts and minds of preschoolers. The Preschool Assistant works under the direct supervision of the Preschool Director.

Childcare Coordinator | *Branalyn Dailey*

The Childcare Coordinator leads in the recruitment and selection of Children's Ministry Aides (CMAs), creates/maintains all CMA schedules, and serves as the primary direct supervisor of CMAs. The Childcare Coordinator works under the direct supervision of the APD.

Lead CMA(s) | *Serenity Delancy, Katy Brixey, Ashlynn Nunley*

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. CMAs work under the direct supervision of the Associate Preschool Director and Childcare Coordinator.

CMA 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.
7. Be physically able to work with preschoolers (see policy below)

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 CMA name tag, classroom snacks, and toys
 - Set up assigned room and review lesson

During Shift

- Personal cell phone use during a scheduled shift is prohibited, unless an emergency situation arises. 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 and actively supervise 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. While female volunteers over 18 may assist with diapers and pottyng, it is not a volunteer's responsibility to ensure this task gets completed..
- 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 on ADP.
- Speak to and treat 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

CMA's 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; CMA's 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, CMA's 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 unless explicit permission is granted.
- 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 a 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).
- Because this is a church, we ask that you respectfully remove any hats as you enter the building. Should you choose to wear one outside, it must be preschool-appropriate.

Shifts

Note: All shifts must be supervised by at least one member of the Preschool Leadership Team.

Sunday Mornings

- The Sunday AM shift includes childcare for Traditional service, GroupLife hour, and Contemporary service.
- Division Directors prepare lesson plans for each GroupLife hour.
- During both GroupLife hours, volunteer teachers will teach the Sunday School lesson by completing activities, reading the Bible story, and/or through intentional play time. CMAs are expected to aid the teacher in this setting.
- If there is no volunteer in the room or the volunteer does not take charge of the Bible story and lessons, you are expected to do this *and* to make sure your Division Director and/or Preschool Admin know so they can address this with the volunteer.

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. Fewer 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

- Parent's Night Out (PNO) are required events
- CMAs are required to sign-up for a minimum of 2 special events (in addition to PNOs) each semester (summer, fall, and spring).
- 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 may be taken into consideration, however Preschool Admin will make the final decisions based on the needs of everyone.
- 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.

CMA Absences

- CMAs will be allowed 3 absences per semester; this means they may only request up to 3 subs each semester. Any extenuating circumstances must be discussed and preapproved by the Childcare Coordinator.
 - If a CMA requests off more than the 3 allotted absences, their status as a CMA will be reviewed at the end of the semester
- If you have an upcoming absence, it is the responsibility of the CMA to make yourself unavailable on ADP for the day you are unable to work **at least two weeks in advance**.
- If it is closer than two weeks until your known absence, you must find a cover for your absence on ADP *and* email the Childcare Coordinator with an explanation for the absence.
- If you have a last minute sickness or emergency within 24 hours of the shift starting, **text** the supervisor for the shift with an explanation. If it is a sickness, you must send a picture of the thermometer with your temperature and/or a doctor's note.

Holidays

- All CMAs (even if they typically do not work Sundays) will be expected to work either the first Sunday of Winter Break or the last Sunday of Winter Break.
 - The Sundays in between the first and last Sunday are not required, however church still happens and CMAs are still needed and will be scheduled according to availability.
- During Spring Break, there will be no Wednesday activities, however, all CMAs (even if they typically do not work Sundays) will be expected to work either the first Sunday of Spring Break or the last Sunday of Spring Break.
- CMAs are not required to work on Easter. CMAs that do choose to work will be paid at time and half.
- 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.

Physical Ability to Work with Preschoolers

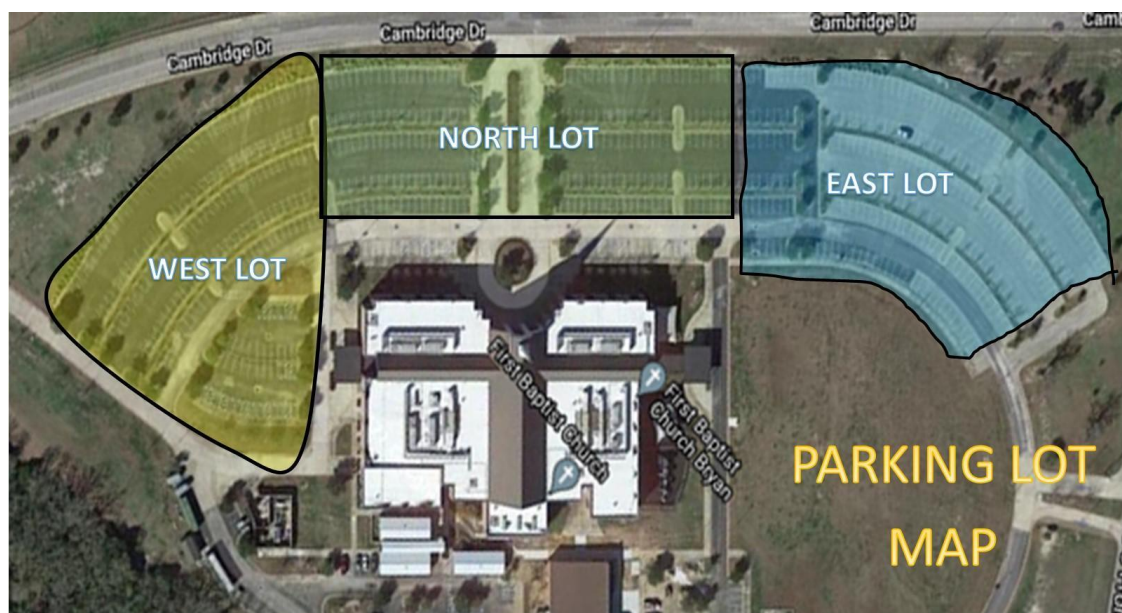
Working with preschoolers requires physical ability to ensure the safety, supervision, and engagement of children in our care. Staff and volunteers must be able to:

- Supervise actively, including moving around the classroom and playground, going on buggy rides or walks, getting down to children's level on the floor, and standing for periods of time.
- Respond quickly in emergencies, including lifting or carrying a child if needed for safety.
- Assist with diaper changes, toileting needs and/or accidents as required, including bending, squatting, and guiding children safely.
- Maintain awareness and energy to keep up with the active nature of preschool environments.

If you have a temporary or ongoing health concern that limits your ability to perform these essential functions, please notify a member of the Preschool Leadership team. If you are unable to perform the essential functions needed to safely care for preschoolers, you may be asked to step away from your role until you are able to safely return.

Parking

CMAs are to park at Lowe's and ride the church van to campus on Sunday mornings, unless told otherwise. On Wednesday mornings, Wednesday evenings, and for special events, CMAs 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.



PRESCHOOL MINISTRY VOLUNTEER ROLES

While all of the following responsibilities are volunteer roles, it's important to remember that you're not *just* helping — you are a **teacher**! As a preschool teacher, you're shaping little ones'

view of Jesus, not just watching kids. Every diaper change, hug, story read, or tower built is a moment to show God's love. Every time you serve, you're planting seeds of faith and modeling God's love to these little ones through both your words and actions!

With the exception of Holiday Help, all Preschool Volunteer positions are a one school year commitment, August-May.

Preschool Division Directors | *Julie Hamilton & Lauren Wolfe (3s & Prek), Hanna Hoffman (1s & 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 Sunday School teachers to execute the teaching of each Sunday's lesson.

Sunday School Teachers

Serve at least twice a month in a consistent classroom, scheduled by a Preschool Division Director. Execute the activities and lessons planned by your Division Director.

Nursery Rotation Teachers

Serve at least once a month in a consistent classroom, scheduled by a Preschool Division Director. Execute the activities and lessons planned by your Division Director.

Preschool Rotation Teachers

Serve on a rotating basis as a substitute or as a third set of hands in a classroom, scheduled yourself with the Associate Preschool Director's help. Execute or assist in executing the activities and lessons planned by the Division Director for that classroom.

Holiday Help

Serve at least once on the Preschool Rotation during times of greater need, such as Christmas and the summer holidays. Schedule yourself with the Associate Preschool Director's help.

Preschool Music Teachers

Serve Wednesday evenings to teach music in fun, age-appropriate ways to the preschoolers.

Preschool Story Time Readers

Serve Wednesday evenings to read age-appropriate stories to the preschoolers.

SERVE REQUIREMENTS

Every person who enters a preschool classroom when children are present must either be a child attending preschool, a volunteer who meets the following requirements, or an employee of FBC Bryan. For the safety of the children, we cannot allow school-age children, youth, or adults who are not volunteering or employed to be in rooms with preschoolers. No child under 18 may be left unsupervised in the preschool hallways.

For the safety and security of every child, anyone entering a preschool classroom while children are present must be one of the following:

- A preschool-aged child participating in the ministry.
- An approved volunteer who meets all Preschool Ministry requirements.
- An employee of First Baptist Bryan.

School-age children, youth, and adults who are not serving as approved volunteers or employed by First Baptist Bryan are not permitted in preschool classrooms while children are present.

Additionally, no individual under the age of 18 may be left unsupervised in the preschool hallways at any time.

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, score at least 90, and have the certificate approved by FBC Bryan staff.

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

In addition, Seedlings Preschool Ministry encourages all new volunteers to complete an Orientation with our Associate Preschool Director before serving in a classroom to become familiar with our policies and procedures.

Youth Volunteers

Youth-age minors/students (ages 12-17) 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. 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 if service is taking the place of participating in youth and/or attending a church service. The Preschool Ministry desires for youth to create connections 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. With the current three services available, youth may serve more than once a month if they are using one service to attend group life, one to attend church services, and one to serve in preschool.

Youth Volunteers will be scheduled on TouchPoint or through a Division Director the same as any other volunteer in Preschool. If a change needs to be made, it is the responsibility of the volunteer to communicate this via TouchPoint or email with their Division Director or the APD.

Requesting Childcare and/or Preschool Space

Childcare Request Policy for Church Ministries

Any church ministry is eligible to request childcare upon the completion of the following:

- A minimum of ten preschool-aged children will attend the church-provided childcare.
- Preschool Ministry can only guarantee childcare for Preschool aged children. The form listed in the procedure below is also sent to Kids Ministry if you have children Kindergarten and older. Please contact Kids Ministry if you have any questions about school aged children.
- The ministry and ministry contact requesting church-provided childcare must make the request thirty days before the event date.
- The ministry requesting childcare follows all procedures as outlined below.

Childcare Request Procedures for Church Ministries

1. Submit the [Request for Childcare Google form](#) 4 weeks before the event date.
2. Once the Request for Childcare Google form has been received, the Childcare Coordinator will create and share a Childcare Registration form on TouchPoint, specific to the event, and send the link to the ministerial staff requesting childcare.
3. The ministry staff requesting church-provided childcare must send the Childcare Registration link to all families interested in childcare and/or submit the Communications form for the link to be posted on the website.
4. The registration link will close a week prior to the event. The families must use the provided TouchPoint link to register the children with required information.
5. If ten or more preschool-aged children are registered one week before the event, the Childcare Coordinator will finalize scheduling/staffing and confirm childcare with the ministry. If fewer than ten preschool-aged children are registered, the Childcare Coordinator will send an email to the ministry stating childcare cannot be provided.
6. One week prior to the event, the Childcare Coordinator will email all parents confirming that their registration request has been received, confirming their spot in childcare, and reminding them of the food plan for that event.

Special Note: Only children preregistered are guaranteed a spot in childcare on the day of the event. Walk-ups will only be accepted if the preschool can safely accommodate other children based on church and preschool policies and procedures.

For ease of sharing, a standalone copy of this policy can be found [here](#).

Use of Preschool Space by Other Ministries or Outside Organizations

An outside organization wishing to use childcare must go through the Special Event Coordinator, who will use the Request for Childcare procedure outlined above. A ministry of the church or outside organization wishing to utilize preschool space but not requesting childcare must follow the following procedures.

1. Requesting Use of Preschool Spaces

All ministries or outside organizations must receive approval before using any Preschool Ministry rooms or areas.

- Requests for Preschool Space must be submitted to the Special Event Coordinator prior to scheduling an event or activity.
- Requests should include:
 - Date and time of use
 - Areas requested
 - Purpose of the event or activity
 - Expected number of participants
 - Person who will be supervising/primary contact person, including contact information.
- For other ministries, approval must be granted before you submit the space on E-Space.
- The request is not considered final until the space is reserved on E-Space by either the Special Event Coordinator or the other ministry requesting space.

The Preschool Ministry reserves the right to decline requests that conflict with scheduled preschool programming or that are not appropriate for the space.

2. Supervision and Responsibility

The requesting ministry or organization is responsible for the supervision of all individuals using the space.

- A designated adult leader must be present at all times during the event or activity.
- The leader will serve as the primary contact for the Preschool Ministry regarding the use of the space.
- All participants must follow church and preschool policies and guidelines while in preschool areas. The most important policies to follow are the child protection policies, including:
 - Any room with any number of children present must have at least two unrelated adults supervising the children.
 - All adults in the rooms must have passed a background check and MinistrySafe training within the last two years.

3. Care of Preschool Spaces

Groups using these spaces are expected to respect and care for all furnishings, toys, and supplies and are responsible for leaving the area clean and ready for the next ministry activity.

- Preschool materials, toys, and teaching supplies should not be removed from classrooms unless

prior approval is given.

- Furniture should not be rearranged unless necessary and must be returned to its original placement.
- Any damage or maintenance concerns should be reported promptly to Preschool Ministry leadership.

Before leaving, groups must:

- Remove all trash and dispose of it in designated trash bins. Take special care with any trash cans containing food or diapers.
- Wipe down tables and surfaces used during the event with disinfecting spray and rags, including changing tables and/or soiled bathroom areas.
- Place toys in their closed mesh bags in the dirty toy baskets on the cart outside the toy room.
- Wipe toys that cannot be submerged in water with Clorox wipes and/or Lysol spray and return them to their original place in the toy room.
- Place any used linens/cloth items in the dirty clothes basket outside the laundry room.
- Return all other supplies to their original locations.
- Sweep and/or vacuum the floors, including the bathroom.
- Turn off lights and close and lock classroom, hallway, and playground doors.
- Any other previously agreed upon closing duties.

Failure to leave the space clean may result in future requests being denied.

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. 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.

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).

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.

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 and older or to their legal parent/guardian.
- 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 non-related adults *or* two non-related paid staff members must be present within each preschool classroom at all times. This rule applies no matter the number of children per classroom. If only two adults are present and 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. See also: Ratio.

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.

Active Supervision

Every adult serving in a preschool classroom is expected to be actively supervising the children in care. This means interacting with the children directly. 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.

Ratio & Max Group Size

All classrooms must always have a minimum of **two non-related adults or paid staff members** present when children are in the room. In addition, the following supervision ratios and maximum group sizes must be observed:

- **Ratios** define the maximum number of children each adult may supervise.
- **Group sizes** define the highest number of children permitted in a classroom group.

Exceeding the ratio with additional adults is always allowed. However, if the number of children approaches the maximum permitted for the number of adults present—or the room's group size limit—**Preschool Leadership must be contacted** to make adjustments.

If an adult briefly steps out (ideally less than 5 minutes), the classroom may remain in compliance so long as the **two-adult minimum** is maintained, even if the room is temporarily out of ratio..

Exceptions to maximum group sizes:

- **Playground:** Up to 3 classes may be present at one time.
- **Bear Den:** Up to 2 classes may be present at one time.

Youth volunteers may be counted as adults **for ratio purposes only**.

Age Group	Ratio (adult/youth:child)	Max Group Size
Infants-Hummingbird/Moose	2:1	8
Nursery-Duck, Frog, Mouse/Eagle, Rabbit	4:1	10
1s & 2s-Hedgehog, Chipmunk, Ferret, Owl, Fox	5:1	12
3s & 4s-Raccoon, Sloth, Bear, Beaver, Deer, Woodpecker	6:1	14

Playground Policies

- 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.
- Classes should follow their own schedule for both time and place to play on the playground. This ensures **no more than two classes are on the same playground at a time**. It also ensures that classrooms are on the correct playground. A general guide to playground use per age of children is:
 - **Playground #1**-used for children 2 and under
 - **Playground #2**- used for children 2+
 - **Playground #3**- used for children 3+
- 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.
- 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.
- Parents may *not* pick up their child from the playground. Instead, the Preschool Director or Associate Preschool Director must be contacted and asked to personally release a child to their parent.
- In the event that a child needs to go potty while their class is at the playground, **two-adults must accompany the child inside** and at least two adults must 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.

- Classes must **return to their rooms 15 minutes prior** to parent pick-up time.

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:

For parents or grandparents serving in their child's classroom, this rule also applies to their own children.

- Kissing, including top's of babies heads
- Lap sitting (age 5 & above)
- 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. If available, it's helpful for an adult to be stationed at the top of the stairs to monitor the stairs and the catwalk.
- 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, 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 parent 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 turned in at the end of the shift, filed, and kept for at least a semester.

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 administrative staff.

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. Alternatively, a parent may take a picture of the Incident Report for their records.

Safety Drills

All CMAs are trained on the following drills: evacuation (fire), tornado, and 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.”

Photos/Videos of Children

Only church media staff or preschool administrative staff are allowed to take photos or videos of children in our care. If a child is wearing a green bracelet with “no photography,” please help inform any media team members that there cannot be any photography of that child.

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 and staff. Teachers, please notify the Associate Preschool Director or your Division Director of sickness ASAP so that a sub can be found. Staff, please contact the shift supervisor ASAP so that a sub can be found.

LEADER GUIDELINES

Trainings

Preschool Ministry Team members, including but not limited to: Sunday School teachers, Wednesday 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, and provide continuing education opportunities.

Disciplining Children

Misbehavior is developmentally appropriate for preschoolers. Positive reinforcement is the main focus of disciplining a child at First Baptist Bryan. Discipline should be tied back to biblical foundations. 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 in" within the classroom. Help the child to regulate their emotions with you or allow them space to do so without you, if the child prefers. Do not impose a time limit for this, instead tell the child they can leave when their body is calm. 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. **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.
4. **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.

If, at any point, the CMA, volunteers, or other children need a break from a child's behavior or need assistance in implementing these steps, please ask for help from a Lead, a Division Director, or a member of the Preschool Administration Team. We are here to support you!

***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?”).

To ensure a safe, professional, and child-centered environment for our students, families, and staff, CMAs are expected to avoid discussing inappropriate or non-work-related adult topics while at work, especially to or in the presence of children. This includes, but is not limited to:

- Conversations about adult relationships or personal drama
- Engaging in political arguments or debates at work is not appropriate. Conversations should reflect the values and mission of First Baptist Bryan, promoting unity, respect, and a focus on our shared purpose in serving children and families.
- Sharing personal information or gossip about other staff, families, or students is strictly prohibited. All student and family information is confidential and must be handled with professionalism and discretion at all times.
- Discussions involving violence, explicit content, or mature topics

All conversations should point children back to Christ, to the Bible, and to God. When a child brings up a topic that you are not sure how to address, bring it back to asking their parents about the topic and move on through the conversation, redirecting it back to a conversation about God. For example, if a child brings up something about where babies come from, you can tell them that’s a topic to talk to their parents about but that God brings babies to families and God put that child in their family and move on to a new topic.

Pre-verbal children are learning to understand the conversation around them and the child’s verbal development is not an excuse to speak about inappropriate subjects.

Keep the words we use with the children positive. In addition to things like “walking feet” rather than “don’t run,” we want to make sure we don’t put a label on a child, such as “you’re bad,” “you’re being lazy,” etc.

Report concerns if you hear or observe conversations that violate this policy (i.e. conversations that are not professional and child-focused). Violation of this policy may result in coaching, written warnings, or further disciplinary action, depending on the nature and frequency of the incident.

MISCELLANEOUS

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 & Bear Den

- 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

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, need for diaper cream, 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. If a child has an allergy, orange tape is provided for labeling to help ensure that child does not come into contact with their allergen.

Diaper Changing

- A child is never to be left unattended on the changing pad. When a child is on an elevated surface, one hand must stay on the child at all times.
- 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.
- Only use diaper cream if provided by the parent and an instruction to use it is included on the Daily Log.

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.

- Use diaper cream only if provided by the parent and an instruction to use it is noted on the 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:* Female CMAs are to prioritize the changing of diapers but female volunteers may also assist with diaper changes if they offer.

Infant Feeding Policy

Formula:

Parents are required to bring bottles with pre-measured water already in the bottle and pre-measured formula in a divided container. Staff will mix the pre-measured formula into the water in the bottle directly before feeding. Parents may also pre-make the formula. Pre-mixed milk may be kept cold in the small refrigerator in the room or with a cool pack provided by the parent.

Bottled breast milk:

Parents of children drinking breastmilk from a bottle are required to send the milk already thawed and added to the bottle. No frozen milk or milk in a storage bag that must be transferred to a bottle will be accepted. Milk may be kept cold in the small refrigerator in the room or with a cool pack provided by the parent.

Breastfed children:

Parents of breastfed children are expected to provide an accurate phone number and have their phone accessible to be contacted in case of a hungry child.

Feeding practices:

- Bottle warmers are provided for all bottle-fed children and staff will refer to the child's Daily Log to know if a bottle should be warmed.
- While feeding a child, staff and volunteers are expected to encourage the child to burp halfway through the bottle and, ideally, switch the arm holding the child for the second half of the bottle.
- At no point will a bottle ever be propped. Ideally, a child will be held for each bottle feeding, however, a child who can hold his or her own bottle may do so in a contained device (i.e. highchair, bouncer, etc.) under the supervision of an adult.

Glass items:

Any glass items (bottles, food containers, etc.) should come with a silicone sleeve to help prevent breakage.

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, the Preschool Director, Associate Preschool Director, or Division Director will contact the parent 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, the clip, or the plush animal. This is meant to assist 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.

Car Seats/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 only 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. Other than a pacifier, children under 1 year of age cannot have any other items in the crib with them, including blankets. Children over 1 may have a lovey or blanket in the crib, if needed.

Stroller/Buggy Rides

Rides should not begin until at least 15 minutes after the beginning of the service. 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 may be used for children up to 2 years old. Buggies may be used for children who are at least 6 months old and sitting on their own up through 2 years old. 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.

Safety Straps

If an item has a safety strap, such as a swing, bouncer, stroller, buggy, etc., it must be fully and appropriately used each time a child is in that item.

Evacuation Cribs

Every room that regularly serves children under age 2 must have two evacuation cribs for use in case of emergency.

CONTACTS

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