

# Mission Statement

The Preschool Ministry of Northview Baptist Church exists to provide a secure nurturing environment for preschoolers where biblical truths are taught as a foundation for salvation and Christian living.

## Purpose of our Preschool Ministry

*“And Jesus grew in wisdom and stature, and in favor with God and men.” (Luke 2:52)*

Our goals for the growth of Preschoolers are based on the fact that preschoolers grow just as Jesus grew mentally (in wisdom), physically (in stature), socially/emotionally (in favor with man) and spiritually (in favor with God).

Therefore we seek to:

- **Lay a strong spiritual foundation** in the life of each preschooler we teach with the hope that when older, each child will accept Christ as Savior.
- **Help preschoolers begin to understand**
  - God** is creator, giver of all good things:
  - Jesus** is God’s Son and our best friend: and the
  - Bible** is the true, special book that tells about God and Jesus.
- **Make church a happy**, clean and safe place to learn Bible truths.
- **Provide activity-based teaching**, which includes Bible-learning activities that allow preschoolers to make progress in problem solving, sharing, expressing themselves in appropriate ways, thinking of others with kindness, and learning to love others as themselves.
- **Partner with the home** in the nurturing the spiritual growth of the young child.  
**Encourage parents/grandparents/guardians** to actively participate in worship, bible study, fellowship, and ministry opportunities.

## **Our Activity-Based Teaching Approach**

Preschoolers are children from birth thru Pre-K. They can be described in one word: **ACTIVE!** they are constantly exploring their environment and actively learning. Because preschoolers are always learning, we are always teaching. Preschoolers need to be challenged with activities for which they are ready and which help them grow as Jesus grew-in body, mind and spirit.

Deuteronomy 6:5-7 instructs adults to teach children as they go about the everyday, familiar activities of life. this biblical principle is implemented at church as we utilize all or some of the following bible teaching activities for all age levels of preschooler: Books, Puzzles, Art, Blocks, Home living, Dramatic Play, Nature, and Music. Each activity is planned to help children learn a Bible truth. The active involvement of Christian Teachers is essential; otherwise the children's play has no spiritual purpose. The teacher uses bible phrases, verses, stories, pictures, songs and bible conversation at appropriate times so children can relate the Bible truth to what they are doing. In this way preschoolers learn that the Bible has meaning for daily living.

God seeks to make Himself known to persons of all ages through whatever means they can become more aware of Him. God designed preschoolers to learn through; Play, Imitation, Relationships, Curiosity, Senses, Satisfaction, Repetition, and Hands-on experience.

Activity teaching, planned by intentional teachers, allows preschoolers to learn in the ways God intended.

## **Curriculum**

Northview Baptist Church is affiliated with the Southern Baptist Convention. Our Preschool Division uses literature that is bible based, doctrinally and educationally sound-planned for the growth and development of preschoolers from Birth through Pre-K, according to the doctrine, theology and philosophy of Northview Baptist Church.

Curriculum for each preschool organization is activity based and maintains a consistent teaching philosophy for all our church's preschool programs. Sunday School, Discipleship, Missions, Preschool Choir, all provide learning experiences based on our eight biblical concept areas: God, Jesus, Bible, Self, Family, God's Creation, Church Community and World.

## **Parent/Child Dedication**

Usually the parent/child dedication ceremony takes place during the morning worship hour. This is a time for parents to publicly express their commitment to raising their child in a Christ-centered home as they lay spiritual foundations that will one day make it possible for their child to accept Jesus as Savior. This ceremony also gives the church family the opportunity to show their support for the parents in this most important task. Arrangements for the ceremony are made through the Director of Preschool.

## **General Policies**

1. Preschool facilities will open for receiving children 15 minutes prior to regular church-wide activities and services.
2. Preschoolers must be brought to their departments by a parent or adult guardian, and will only be released to the parent or adult guardian who resents the security card or tag.
3. A parent should come for his/her immediately following the service or function. This prevents children becoming upset when they have to wait too long and also shows respect for the child's teachers.
4. To avoid congestion in the Preschool Area, it is recommended that only one parent deliver and pick up the child from his/her room.
5. Preschoolers may be brought to the preschool division only when the person bringing them is attending a church function.
6. For the safety of our preschoolers and to provide the best teaching environment, only preschoolers and approved teaching personnel are permitted in preschool rooms.
7. Under no circumstances are children to be left in the Preschool Area unattended at any time.
8. In order to provide safety and enable teachers to provide activities that meet the needs of preschoolers, the use of the Preschool Area and equipment is limited to preschoolers. (Preschool rooms and furnishings are not multi-age appropriate.)
9. Supplies and/or equipment may not be added or removed from preschool rooms without consultation with the Director of Preschool.
10. For the safety of our preschoolers and the liability protection of our adults, at least 2 teachers per area during any given session.

## Health Policies

1. For the protection of all children and adults at church, parents are requested not to bring a child who appears to be ill.

*The Committee on control of Infectious Diseases of the American Academy of Pediatrics recommend a child should not be taken from home when any of the following exists:*

- Fever-currently or within the previous 24 hours (without medication)
  - Vomiting or diarrhea
  - Any symptoms of a childhood disease such as scarlet fever, German measles, mumps, chicken pox, or whooping cough
  - Common cold-from the onset through one week
  - Sore throat
  - Croup
  - Any unexplained rash
  - Any skin infection-boils, ringworm, impetigo
  - Pink eye or other eye infection
2. A parent will be notified if a child develops illness during preschool activities. the child will be separated from other children and the parent/guardian called to remove the sick child.
  3. No oral medication will be given to a preschool child except by a parent or guardian. (All medication should remain in the parent's possession.)
  4. If a child contracts a childhood disease following a session in a preschool a parent should notify the Director of Preschool so that other parents and teachers may be informed.
  5. Parents should report any allergies and special needs to the department director and teacher.
  6. All toys used by young preschoolers are washed and sanitized before during and after each teaching session.

## Hygiene Policies

Maintaining a germ-free environment is a top priority. Because hands are the main carriers of germs, we enforce a strict hand washing policy for all caregivers.

Teachers and Caregivers should wash hands....\*

1. Upon arrival into the preschool room or before beginning a teaching assignment outside the room
2. Before preparing, serving, or eating food.
3. Before and after feeding infants.
4. After using or helping a child use the toilet
5. After removal of disposable gloves
6. After contact with body fluids (such as spit up, nasal discharge, tears, saliva, urine, stool, blood or vomit.
7. After diaper change
8. After handling soiled items

Infants and Children should wash hands....\*

1. Before preparing, handling, or eating food or snacks.
2. After using toilet
3. After contact with body fluids

\* According to the Center for Disease Control, the proper method to wash hands is to wet them, rub soap in lather and rub hands together for 15 seconds. Rinse. the faucet should be turned off with a paper towel after drying your hands.

## **Diaper Changing Procedures**

1. Gather all necessary items.
2. Lay child on a strip of changing paper or cloth (to be discarded after each diaper change).
3. Put on a new pair of disposable gloves for every diaper change.
4. Remove wet/soiled diaper and use wipes or damp paper towels to clean child. (Use only wipes provided by parent or wipes labeled hypoallergenic.)
5. Place wipes and diaper in a plastic bag or lined trash receptacle with lid.
6. Remove gloves by pulling the glove inside out from the wrist so that all residue remains inside the glove.
7. Put on clean diaper.
8. Wash hands with soap and water after each diaper change.
9. For babies/ones, record the changing time and indicate "BM" or "Wet".
10. CHECK CHILDREN NEAR THE END OF THE SESSION. Send them home dry!!

# Safety

**At Northview Baptist Church we believe a few simple procedures are a small price to pay for the safety and security of preschoolers and for the peace of mind of teachers and parents.**

1. Persons 18 years and older are lead teachers, but students (7<sup>th</sup> to 12<sup>th</sup> grades) are encouraged to serve in Preschool to encourage a servant's heart for ministry.
2. All preschool rooms should have a least 2 teachers present for any given session. However, the ratio in the older classrooms is 5 to 1 so if the class is extremely small, 1 teacher is permitted as long as there are several teachers close by.
3. Teacher- child ratios should be maintained according to current standards.
4. Because preschool equipment and room furnishings are developmentally specific and age specific, only preschoolers may use the preschool rooms.
5. Entry into preschool rooms is limited to preschoolers and their teachers during the teaching sessions.
6. Each department door has a window for teachers to see who is at the door and parent to see inside the room.
7. Names of preschoolers with food allergies will be posted in plain view.
8. Foods served for tasting activities will be posted to notify parents.
9. Bottles are to be warmed in a slow cooker IF NEEDED. the kitchen microwave is NEVER to be used to warm bottles or food that is given to preschoolers.
10. Bottles, sippy cups and pacifiers MUST be labeled with the child's name.
11. Running, shouting, etc. should be reserved for outside play.
12. Emergency evacuation routes are posted in each preschool room.
13. Other emergency procedures will be made available to teachers.
14. First Aid kits are located in the Preschool Pantry and Preschool resource rooms.



## **Handling Accidents/Injuries**

1. In the unlikely event a child is injured seriously, parents will be notified immediately.
2. If a child sustains a minor injury (i.e. bump, bruise, scrape) parents will be notified when the child is picked up.
3. An Accident/Incident report Form will be completed for every accident. these reports will be signed and dated by the teachers and parent/guardian.

## **Security**

### **Security tags**

**Security tags are our means of identifying the parents or guardians of the children in Northview's Preschool Ministry. The Security tags purpose is**

- 1. To assure parent/guardians their child will be released only to the appropriate adult holding the card.**
- 2. To enable teachers to be confident they are releasing children to appropriate persons.**

### **Why do we need security tags?**

1. Teachers cannot know the parent/guardians of every child. Situations in which this is true include attendance by guests, infrequent attendees, new or substitute teachers and staff changes between each Worship hour. The teacher who met the parent and child may not be in the room when the child leaves.
2. Non-custodial parent kidnapping and stranger abductions are no longer unheard of in churches.
3. Older siblings, relatives or friends may want to take a child from the room. Whether or not this is acceptable to the parent, the teacher should NOT be responsible for making the judgment on releasing the child.

**Procedure:**

1. Parents/guardians will receive a personalized Security tag with a number upon arrival when they check in the Welcome area.
2. Parents/guardians will complete the sign in sheet at the door, being specific about their location on campus.
3. When returning for a child, parents/guardians should knock on the door of the preschool room and hold the tag number to the door. A teacher will bring the child to the door and collect the security tag.
4. The child will only be released to the adult bearer of the security number.
5. Parents/guardians who misplace the security number MAY be asked to present photo identification and signature.
6. Only the Director of Preschool will be responsible for issuing sign in tags.
7. Parent/Legal guardianship changes must be reported to the Director of Preschool.
8. Explain to grandparents, other adult relatives and friends that your child will not be released to them unless they present your child's Security number.

**Additional Security Measures:**

1. Security cameras continuously scan preschool hallways.
2. Appointed security personnel will be patrolling the campus during Worship.
3. Teachers and volunteers are willingly subject to background checks.

# Parent Responsibilities

**Parents are a child's first and most important teachers. Teachers at church count it as a privilege to partner with parents in laying the foundations for faith in young lives.**

Parents can help teachers by observing the following guidelines:

- Become familiar with the Preschool Policies and Procedures. These policies have been adopted by our church family and are enforced for the well being of every child.
- Remember that each policy and guideline is based on the desire to provide a safe, secure learning environment for your child. If you do not understand, please ask the Director of Preschool or a preschool teacher to discuss it with you.

## **Before coming to Church:**

1. Remember to ***LABEL ALL ITEMS***, ( i. e. diaper bags, pacifiers, bottles, cups, toddler snacks and clothing) with your child's name.
2. Preschoolers who are being toilet trained need to bring extra changes of clothing in a labeled bag. Clothes should be easy to take off and put on.
3. Leave personal toys at home. This makes sharing too difficult and may not be appropriate for use in teaching. (An infant's "security toy or blanket " would be an exception.
4. Bring your child regularly to church. He will feel more secure and eager to enter his room when church becomes his established routine.
5. Talk to your child ***positively*** about going to church. Use names of your child's teachers and friends in his room when talking about happy times at church.
6. **Please do not leave your child in our care and leave campus.** This is a liability issue. The exception is Parent Night Out and special events when arrangements are made in advance.

## **Arriving at Your Child's Room**

1. When bringing your child to a preschool room, please knock at the door and wait for a teacher to open the door and greet you and your child with a personal welcome.
2. Give teachers any necessary information about your child. (Allergies, special physical need, feeding and sleeping preferences, etc.) Update the child information sheet as needed.
3. Please fill out the security tag correctly and keep the top half to receive your child.
4. Be very specific about your location so the teachers can find you quickly in case of an emergency.
5. For the security of our preschoolers and their best teaching environments, parents and siblings should not enter the preschool room. Traffic in and out of the preschool room causes disruptions in teaching and unnecessarily upsets young children already in the room. A room is provided for a nursing mother.
6. Tell your child you will be back for him and then leave promptly. Prolonging the good bye only makes separation more difficult for your child. Should your child experience prolonged (10 minutes) anxiety, teachers will send for you.

*Special note for parents of younger preschoolers: If you need to check on your child, ask a preschool staff person to help you. They can check and give you a report. Your baby is smart and knows the sound of a mother's voice! If you check on your child yourself after he has settled in and your child becomes upset because he sees you, or hears you, please be prepared at that time to take your child with you. It may be too difficult for your child to separate from you more than once.*

**Please explain to grandparents and all adult relatives the rules we follow. They will be pleased to know that we are taking care to make church the safest and happiest place for them to be.**

### **Tips and suggestions:**

- **If a child has a problem at church, it is better to discuss this with his teachers at a time other than Sunday morning. Never discuss a child's problem in his presence.**
- **Parents are encouraged to participate in Parenting Events offered throughout the year. These may be topical studies, workshops, conferences, and training sessions for preschool leadership.**
- **Use the "take-home" literature provided by preschool programs. These will help you continue at home what your child learned at church!**
- **Approved snacks are provided for your child such as Gold fish, crackers, and water. If there are dietary needs or limitations, please let us know. Occasionally, there will be special treats that will be posted as you bring your child. Please note any concerns with the teacher.**

## **Promotion**

At Northview Baptist Church, promotions of children in the early Preschool (infants to 2 year olds) are based on development. As a 3 year old they must be toilet trained before promoting. Three and four year olds will promote in August according to their birthday and the school calendar. If your child is 4 and is not going to Kindergarten the following year, they will stay in their class until the next year.

If you would like to discuss any issues concerning promotion, please feel free to call the Director of Preschool and Minister of Education who will be happy to address any concerns you may have.