



first baptist **duluth**

CHILDREN'S POLICIES AND PROCEDURES

For Parents

It is our desire to offer preschoolers and children a safe, secure, and loving environment as we partner with parents to teach children who God is and who He created them to be. Parents should feel confident that the child they have entrusted to our care is well cared for while they themselves enjoy their worship experience. With that in mind, First Baptist Duluth has implemented the following policies and procedures.

General Policies:

- All children's facilities will be open 15 minutes prior to regular church-wide activities and services
- All children will be checked in by the parent at the security kiosk by entering the family phone number. A badge will be printed to adhere to the child's clothing and a pick up ticket will be printed for the parent.
- Children must be brought to their rooms by their parent or adult guardian, and will only be released to a parent or adult guardian who has the matching pick-up ticket
- New parents and visitors will be offered a beeper
- Parents should come for their child **immediately** following the service or function. Children birth through 4th grade should be picked up by a parent. Fifth graders may meet up with their parents at a designated area, if the parent has given verbal permission to the teacher.
- When picking up a preschooler, the parent **ONLY** should knock on the door, present the pick-up ticket to the teacher, and wait for the child to be

brought to him. A sibling who may reach the preschool room ahead of the parent should not try to pick up the child.

- Only preschoolers, ETC workers, and teachers are permitted in any preschool room. Parents, siblings, and friends should wait outside the room
- After a preschooler is dropped off, parents and other family members are encouraged not to linger in the hallway or outside the door. This may upset the child and other children, or disrupt the teaching session.
- Under no circumstances are children to be left in the preschool areas unattended at any time. The parent must stay with the child outside the room until a teacher arrives.
- Children may be brought to their department only when the person bringing them is attending a church function
- Parent should be aware of any special items (toys, stuffed animals, blankies, etc.) that their child brings from home. We cannot be responsible for these items.

Infant Suite:

- Children left in the Infant Suite and children who are not yet potty trained are asked to provide diapers, wipes, and a change of clothes.
- Parents leaving a child in the Infant Suite must complete an Infant & Toddler Information Card before leaving their child
- Parents are asked to label all of their child's belongings: diaper bags, bottles, pacifiers, cups, etc.
- While in our care, a "Today at FBC Duluth" form will be put in the child's diaper bag at the end of the session, to inform parents of the child's feedings and diaper changes
- Babies will be promoted to the New Walkers class once they are walking. All other children are promoted in August on Promotion Sunday.

Health and Hygiene

It is most important that as children are left in our care, we develop a personal relationship with the child. This sometimes means we will be assisting them with

some of their basic needs, such as changing diapers, wiping noses, caring for scratches, bites, and other personal needs. To prevent the spread of germs and keep everyone safe, we ask parents and teachers to abide by the following procedures:

Teachers:

- Workers in the Infant Suite will apply "booties" over shoes upon arrival
- Teachers will wash hands after diapering a child, wiping a nose, cleaning up a mess, or going to the bathroom
- Before a diaper change, teacher will place waxed paper sheet on changing pad before laying child down
- After diapering baby, teacher will remove soiled diaper, wrapped in waxed paper and clean changing pad with sanitizing wipes
- Teacher will wear disposable gloves (provided in the room) when changing a diaper or before coming in contact with any bodily fluids.
- Teacher will wipe down all surfaces, cribs, and toys with sanitary wipes, before leaving the classroom at the end of the session
- Teachers will not accept a child into the room that has had fever, vomiting or diarrhea in the last 24 hours, nor accept a child with head lice, pink eye or other eye infection
- Teachers will wash hands before handling food items

Parents:

- Parents will not bring a child who appears to be ill, have fever, vomiting or diarrhea in the past 24 hours
- Parents will not bring a child who has a runny nose that is anything other than clear
- Parents will not bring a child with any symptoms of a childhood disease
- Parents will not bring a child with head lice, pink eye or other eye infection

Protecting Children

- Teachers will read the adopted FBCD Child Protection Policy
- A background check will be run on all people who will be in contact with children
- Children will not be accepted into the room until there are at least two teachers present. Should a teacher need to leave the room during a session, the Preschool or Children's Desk will be notified so that they can assist the remaining teacher.
- Children are not dismissed to anyone without a pick-up ticket. If the ticket is lost and the teacher knows the parent, the teacher may release the child to the parent ONLY.
- When a preschool child needs to go to the restroom, women should assist the child. The restroom door should be left open if possible, while maintaining as much privacy as possible. Grade schoolers may go to the restroom by themselves.
- Teachers are required to wash their hands after taking a child to the bathroom and ensure the child washes their hands.
- Women, only, should change diapers
- Should a child have an injury (i.e. scrape, cut, bump, etc), an Incident Report will be completed and given to the Preschool or Children's staff. The parent will be informed and given a copy of the report.

Evacuation Procedure

Due to unforeseen emergencies, there may be an occasion when we need to move all children out of their rooms to a safer environment. **It is important that parents understand they do not need to come and retrieve their child.** This may cause undo panic and chaos. Teachers know and have practiced the correct procedures for removing children from the building. Once the children are outside and have been accounted for, parents may meet up with their child.

- Each classroom has an evacuation route map just inside the door

- **In case of a fire**, children are removed from the room by the method mentioned below, and led **away from the building**
 1. Infants and toddlers are evacuated by the teachers placing them in an infant crib with rollers
 2. New Walkers and Two's are evacuated in a wagon which is placed in an area close to the classroom
 3. Threes , Fours, and Five year olds are led out of the classroom by holding on to a rope provided by the teachers
 4. Grade school children evacuate single file, following their teachers
 5. All teachers leave the room with their attendance roll in hand and close the classroom door as they exit.
- **In case of inclement weather**, children are taken to the children's hall, to **room 152**

Discipleship Vision:

From the youngest infant to the oldest kindergartener, we want preschoolers to have a keen awareness of God and Jesus' love for them. We want them to know that God is our creator and that the Bible is a special book. Since children learn in different ways, it is necessary to offer activities that will appeal to all children in their environment. Puzzles, music, books, home-living, blocks, and nature are some of the ways preschoolers will learn about Jesus.

For grade school children, we want to continue their spiritual growth by introducing them to the saving knowledge of Jesus Christ. It is our desire to point them to a personal relationship with Him and show them how to grow in their faith. Grade schoolers at First Baptist Duluth have the opportunity to learn through discipleship, games, crafts, and life application. The opportunity for continued spiritual growth is carried over into Children's Worship, which coincides with adult worship.

Children's Worship

Kids Worship is a spiritual teaching time for children in kindergarten to fifth grade that includes teaching, activity, crafts, media and music. This time takes

place during the Sunday morning worship service, typically during the sermon. We want children to have an opportunity to experience worshipping with their family, as well as the option of enjoying bible activities that are applicable and relevant to their development and spiritual walk.

Leadership for Kids Worship is provided by the Children's director and a monthly rotation of volunteers.

Extended Teaching Care

During the Worship Service, ETC is offered to preschoolers. All parents whose children attend First Baptist Duluth are expected to be a part of the ETC Schedule. This means the parents will serve six Sundays out of the year. The schedule is mailed out at the beginning of the new church year to all parents. We believe this is the best way to adequately care for young children during the morning worship service.

Closing Thoughts

As we share these policies, procedures, and vision with parents, we have attempted to ensure that everything in children's ministry has been prayerfully thought through. We believe our mission is to plant the seed for spiritual growth in every child that walks through our doors and to offer a clean and safe environment in which to do this. Our volunteer staff relies on parents to share information (i.e. ADHD, allergies, issues at home, etc) so that we can minister to the child most effectively. We know that partnering with the parent offers the leadership the best chance to fulfill God's charge to us to grow the next generation of believers.