

**Evangel Church**  
**Preschool and Children's**  
**Ministry**  
*Birth – Grade Five*



**Parent Manual**

Dear Parents:

We would like to take this opportunity to welcome you and your child to the Evangel Church Preschool and Children's Ministry. Your child's comfort, safety, and spiritual growth are important to staff as well as our volunteers and us.

Each time you bring your child to our facility, you can be assured that he/she will receive quality care. You can be confident that your child is being cared for, loved, prayed for and instructed in the things of God.

This booklet will help you understand how the Preschool and Children's Ministries operate here at Evangel. If you have any questions or concerns, please contact either of us at 682-9501 or you may email us at [hope@evangelmemphis.org](mailto:hope@evangelmemphis.org) or [hannah@evangelmemphis.org](mailto:hannah@evangelmemphis.org).

Sincerely,



Hope Medlock  
Director of Preschool Ministry



Hannah Walker  
Director of Children's Ministry

## **MINISTRIES OFFERED**

### **Sunday Morning**

We provide childcare for children from birth to kindergarten in the preschool area.

**Children's Worship** is available for children in grades 1 through 5 in the Children's Worship Room (The Dwelling) located across the hallway from the preschool. Children's Worship does not meet the first Sunday of each month. On the first Sunday of each month, children are to attend the service with their parents.

### **Wednesday Evening**

We provide infant nursery (for children ages birth to two years) during our Wednesday evening activities. Children ages three through 5<sup>th</sup> grade are invited to participate in our Wednesday night Children's Ministry during the school year.

### **Hours of Service**

Childcare is provided in our children's area 10 minutes prior to any given service. We ask that you show your consideration for your child's teacher by promptly checking him or her out within **10 minutes after the close of the service or prayer time.**

# **PRESCHOOL MINISTRY**

## **RULES & POLICIES**

### **Check-in Procedure**

For their own protection, **children are NOT allowed in classrooms without a teacher present.** Childcare is provided in our children's area 10 minutes prior to any given service, whether it be Sunday morning or Wednesday evening.

Please wait at the front desk upon arrival at the children's area. You will be greeted by a coordinator who will check in your child by placing a sticker on his/her back. You will receive a matching stub that you should present to the coordinator when picking up your child. **Only childcare workers are allowed beyond the check-in point.** If for some reason you need to go to your child's room, please see the coordinator.

- **No outside food or drink is allowed in the children's rooms. Please do not allow your child to bring a donut or other breakfast item into class with them.**
- **Children are not allowed in the classrooms when a teacher is not present. Please do not allow your child to play in the classrooms before or after class or during the *Second Sunday Lunch*.**

### **Picking Up Your Child**

Please present the stub you received at check-in to the coordinator. A coordinator will bring your child to you. We ask that you wait for the coordinator to bring your child to you, so we can sufficiently keep track of the children and check them out properly without any confusion. If you need to pick up your child early, a coordinator will be at the desk to assist you. We ask that you show your consideration for your child's teacher by promptly checking him or her out within **10 minutes after the close of the service or prayer time.**

### **Promotions**

For preschool-age children, promotions will take place on your child's birthday, without exception. Because we have classes with blended age groups, an annual promotion is not feasible.

### Toys from Home

- **Please do not allow your child to bring toys to his/her classroom. This is a huge distraction to not only the other students, but to the teachers. Any toy brought to church will be placed in the church office for pick up after the service. We are not responsible for any damaged or lost toys.**

### Illness

In order to protect your child and other children, parents are not to bring a child when any of the following exist:

- Fever within the past 24 hours
- Any symptoms of chicken pox or mumps
- Vomiting and/or diarrhea within 24 hours
- Common cold, running nose, coughing
- Sore throat, croup, thrush
- Any unexplained rash or skin infections
- Pink eye or other eye infection

***PLEASE NOTE: If a child shows symptoms of illness while in our care, the child will be removed from the class and cared for separately while the parents are alerted.***

### Medication

We cannot administer medication of any kind to your child. You are welcome to come to the children's area to give your child medication if needed.

## **Playground**

Occasionally we have outdoor playtime on the playground when the weather permits. **Outside of class time, parents are responsible for their children on the playground and elsewhere on the church property.** Please familiarize yourself and your child with the following playground rules:

- No food or chewing gum allowed
- No climbing on perimeter fence
- No jumping off slides or high surfaces
- No climbing on outside railing of play surfaces
- Only one person at a time on slide
- No climbing up slide or sliding backwards
- No pushing, shoving or throwing

# **PRESCHOOL MINISTRY**

## **CLASS INFORMATION**

### **Curriculum**

The Evangel Preschool Ministry uses *The Jesus Storybook Bible*. Each lesson tells the one story underneath all the stories of the Bible and points to the birth of a child, the Rescuer, Jesus. *The Jesus Storybook Bible* paints a beautiful portrait of Jesus and invites children to see that He is not only at the center of God's great story of redemption--He is at the center of their story too. The beautifully written narrative and the original and unique illustrations will captivate your children. For more information on *The Jesus Storybook Bible*, visit [www.jesusstorybookbible.com](http://www.jesusstorybookbible.com).

In our bed babies through two's, we have a brand new curriculum entitled, *Play and Worship*. Each week the bed babies will experience a song-based lesson about God and their world. It is a tactile, sensory-rich environment that reinforces their learning. It uses repetition of the Bible points to solidify learning in their rapidly developing brains.

Our toddlers-two's will take an amazing journey. They will move to the music, connect with kids in the song videos, and discover Bible truths through intentional play.

### **Class Schedule**

- Check-in: free play for children
- Lesson time
- Craft (if applicable for that room)
- Music & movement
- Wash hands/bathroom break
- Snack

- Playground time
- Clean-up time

### **Snacks**

The church provides snacks for all children's rooms. For the children's rooms, goldfish crackers and water is provided. Please let a coordinator know if your child should NOT have snacks or if your child has any food allergies. If we are serving something different for a particular Sunday, we will post a sign at the preschool desk that day.

### **Parental Involvement**

**Our ministry is a cooperative program involving every parent. We ask that you serve with others no more than once a month during the Sunday service. If a parent takes part, we can maintain an above average ratio of adults to children, which increases the ministry value and the quality of individual care. Fathers are encouraged to volunteer as well. Many children respond better to male teachers. Please see Hope Medlock to sign up for a rotation.**

## ***PRESCHOOL MINISTRY*** ***BED BABIES***

### **What to Bring**

Please bring a diaper bag that contains the following items:

- Sufficient diapers and wipes
- A full bottle\*
- A spill-proof cup for children no longer using a bottle
- An extra change of clothes
- A blanket or pacifier

**Please make sure your diaper bag and all your baby's belongings are clearly marked.**

\*Nursing mothers are welcome to come back and nurse their babies.



# CHILDREN'S MINISTRY

## RULES & POLICIES

### Check-in/Pick-up Procedure

#### \* Sunday Morning:

**Children's Worship**- Please make sure your child is in the Children's Worship room by time church starts. Parents are not required to sign his/her child in. Children will be dismissed at the conclusion of the service, if you prefer to pick your child up, please let Hannah know. ***If you prefer to pick-up your child, please be respectful of the teachers and pick your child up no later than 10 minutes after the service concludes. No outside food or drink is allowed in the children's area at any time. Please do not allow your child to bring a donut or other breakfast item into class with them.***

#### \* Wednesday Evening:

Children in 1st through 5th grades will meet in the Children's Worship room; children ages three through Kindergarten will meet in the preschool area. There are no nametags or sign-in/out procedures for Wednesday evenings. Please be respectful of our teachers and pick your children up promptly after the service. No outside food or drink is allowed in the children's area. Please have dinner eaten before bringing your child to class.

#### **Other:**

Childcare is provided in our children's area 10 minutes prior to any given service, whether Sunday morning or Wednesday evening. We ask that you show your consideration for your child's teacher by promptly checking him or her out **10 minutes after the close of the service** or prayer time.

- **Please do not allow your child to bring toys to his/her classroom. This is a huge distraction to not only the other students, but to the teachers. Any toy brought to church will be placed in the church office for pick up after the service. We are not responsible for any damaged or lost toys.**

- **Children are not allowed inside the classroom without a teacher present or permission.**

### **Promotions**

For Children's Worship, children will be promoted the 2<sup>nd</sup> Sunday of August, with the exception of 5th graders (rising 6th graders). Rising 6th graders will be promoted to the Youth Ministry starting the last week in May.

# CHILDREN'S MINISTRY

## CLASS INFORMATION

### Curriculum

The Evangel Children's Ministry uses **D6 - Elements**. It is a comprehensive, easy-to-use curriculum designed for children in grades K-5 and will take your children on a fun journey of biblical learning.

### Class Schedule

- Outside/Rec. Time
- Singing
- Bible Study
- Activity
- Prayer Time

### Snacks

From time to time, treats or snacks are served. Please let a teacher know if your child should NOT have snacks or if your child has any food allergies.

### Illness

In order to protect your child and other children, parents are not to bring a child when any of the following exist:

- Fever within the past 24 hours
- Any symptoms of chicken pox or mumps
- Vomiting and/or diarrhea within 24 hours
- Common cold, running nose, coughing
- Sore throat, croup, thrush
- Any unexplained rash or skin infections
- Pink eye or other eye infection

***PLEASE NOTE: If a child shows symptoms of illness while in our care, the child will be removed from the class and cared for separately while the parents are alerted.***

### **Medication**

We cannot administer medication of any kind to your child. You are welcome to come to the children's area to give your child medication if needed. If your child has an allergy and is to be administered an Epi-pen, please give Hannah Walker notice of this allergy.

### **Playground**

Occasionally we have outdoor playtime on the playground when the weather permits. **Outside of classtime, parents are responsible for their children on the playground and elsewhere on the church property.** Please familiarize yourself and your child with the following playground rules:

- No food or chewing gum allowed
- No climbing on perimeter fence
- No jumping off of slides or high surfaces
- No climbing on outside railing of play surfaces
- Only one person at a time on slide
- No climbing up slide or sliding backwards
- No pushing, shoving or throwing

**- CONTACT -**

If you have any questions regarding the Preschool Ministry, please contact:

**Hope Medlock**  
Director of Preschool Ministry  
682.9501  
*hope@evangelmemphis.org*  
**bed babies – kindergarten**

If you have questions regarding the Children's Ministry, please contact:

**Hannah Walker**

Director of Children's Ministry

409.8464

*hannah@evangelmemphis.org*

*1<sup>st</sup> - 5<sup>th</sup> grade*

**PARENTS SIGN & RETURN  
TO YOUR DIRECTOR**

I, \_\_\_\_\_, parent of \_\_\_\_\_  
have read and agree with the policies stated in the Evangel Preschool and Children's Ministry Manual. I understand all reasonable safety precautions will be taken at all times by Evangel Church and its agents. I understand the possibility of unforeseen hazards and know the inherent possibility of risk. I agree not to hold Evangel Church, its leaders, employees, and volunteer staff liable for damages, losses, diseases, or injuries incurred by myself.

\_\_\_\_\_  
(signature of parent)

(date)

I give my permission to allow the following people to pick up child:

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Please list anyone who is NOT allowed to pick up your child:

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(Signature of parent)