

*Northside
Baptist
Church*



Preschool Ministry Handbook



“Let the little children come to me,
and do not hinder them,
for the kingdom of God belongs
to such as these.

I tell you the truth,
anyone who will not receive
the kingdom of God

Like a little child will never enter it.”



And he took the children
in his arms,
Put his hands on them and
blessed them.

Mark 10:14-16

Preschool Ministry Handbook

Introduction

The Preschool Ministry at Northside Baptist Church believes that it is the responsibility of the church to support and encourage parents as they seek to raise their children in the “nurture and admonition of the Lord.” The church strives to accomplish this by providing fundamental Christian education in a safe, secure environment.

Statement of Values

- *Preschoolers are important to God and to the church.*
- *Preschoolers are teachable from birth, and the first five years are a critically important learning period.*
- *Preschoolers, taught on their own level of understanding, can learn that God loves them, and has a special plan for their lives.*
- *Preschoolers need to learn that church is a happy place to be, and that there are people here who love and care for them physically, emotionally, and spiritually.*
- *Children need to be taught in an environment of love, safety, and security by people who have a vision for early childhood education and are trained in appropriate methods.*
- *The foundations that are established during the preschool years are a vital part of each individual’s ultimate salvation; thus, while we do not evangelize our preschoolers, we teach them from very evangelistic hearts.*
- *The preschool ministry compliments the adult ministry by providing quality care for small children while parents participate in church activities.*
- *While the church is committed to nurture and guide preschoolers into a better understanding of God and His plan for their lives, parents are the primary spiritual teachers for their children. Therefore, we strongly encourage parents to be a part of their preschooler’s church experience. Parents can become more involved by participating in Extended Session and by teaching regularly or substituting occasionally in their children’s preschool Sunday School classroom.*



General Guidelines

- * *Preschool departments are provided for children ages birth through kindergarten. Preschool care is available ONLY to children while parents are participating in scheduled activities and worship services of the church. No one shall leave a child in a preschool department for any reason other than attending a church-related activity. Parents are not to leave the church campus, unless they are involved in a church-sponsored event, without the permission of the Minister of Childhood Education.*
- * *Parents who have a preschooler and who attend either worship or Sunday School regularly will be enrolled in Extended Session. This program requires parent involvement to provide safe, loving care for preschoolers while others attend the worship service. Each room must be staffed by at least two people, and parents work on a rotation basis so that all parents of preschoolers share the responsibility for their care.*
- * *Use of preschool facilities and the scheduling of childcare workers are done only through the Church Office by the Childcare Coordinator.*
- * *Preschool departments will open fifteen minutes before each scheduled event. As a courtesy to our preschool workers, please pick up your child promptly following each event or worship service.*
- * *All preschoolers who are five years old or older before September 1st of the current Sunday School year will attend Sunday morning worship services with their parents. Kids Rock (children's church for K-1st grade) begins following the musical portion of the 10:45 service. Children will meet in the foyer to be escorted to Children's Church for the remainder of the service. Children should be picked up promptly after the service*

Security

*Pagers are provided for every child Birth-5 years. Pagers have a dual purpose; they are used as a way to contact parents in an emergency and for security purposes. Parents will be given a numbered pager when the child is brought to a preschool classroom. The pager must be returned to the teacher in order for the child to be released. Teachers can only release a child to someone with the pager who is 12 years old or older. **NO EXCEPTIONS WILL BE MADE.** Parents will be notified by pager in the event of illness, injury, or other circumstance deemed necessary by the Preschool Coordinator. Upon being paged, parents must **IMMEDIATELY** make their way to their child's classroom.*



Check-In System

Upon arrival parents will check-in their child, babies - 5th grade, through the computerized system located at the front desk in the children's building. (Bldg. A) This will provide attendance records, updated contact information and security.

**For babies-2nd grade - I.D. tags will print out (one for child to wear and one for parent.) Teachers will check parent's tag against child's tag when they are picked up. If someone other than the child's parent is picking up the child, that person must present the tag.*

**For 3rd-5th grade - only an I.D. tag for the child to wear will print out.*

Nursery (0-24 Months)

- * Parents please complete an information sheet for your infant so teachers can know when the child is fed, preferred sleeping position and allergies.
- * Parents desiring to check on a child are requested to do so through the front desk in the Children's Building in order not to disturb the children in the classroom. Parents will be notified immediately if a child seems unduly upset and unable to adjust to the classroom routine.
- * All items brought into the preschool area must be labeled with the child's full name. In the nursery, this includes diaper bags, pacifiers, bottles or cups (plastic, no glass), extra clothing, etc. In the older classrooms, any bags, diapers, extra clothes, Bibles, etc. also need to have the child's full name on them.
- * Personal toys should be left at home, so they will not get broken or lost. Adequate play equipment is provided.
- * Items that should be brought from home include disposable diapers, an extra change of clothes, bottles or cups, pacifiers, extra training pants and a security blanket, if the child is accustomed to having one.
- * In all preschool areas, if biting occurs, ice will be applied to the injured area. The child who has bitten will be isolated from the other children. An accident report will be filled out and given to the parent of the injured child. The parent of the child who has bitten will be informed upon pick up. If a child bites a second time, his/her parents will be asked to conference with the child's teacher to form an appropriate plan of action.



Opportunities

The priority program of the Preschool Ministry is the Sunday School. We use Bible based literature to apply core values and teach God's love.

Special programs and events supplement what is done in Sunday School. Some of these are

- Preschool Choir (2's - 5's)
- Mission Friends (2's - 5's)
- Cubby Bears (4's - 5's)
- Special Emphasis days



Feeding Policy

** Babies will be given bottles as scheduled or when needed. Juice and formulas should be prepared ahead of time so they will be just right for your child. Due to the number of infants and children cared for, baby foods and cereals will not be fed to the children.*

** Toddlers and older preschoolers are served a snack of juice or water and animal or fish crackers during most preschool sessions. Please do not bring snacks from home unless they have a food allergy. Please let us know of any allergies your child has.*

** A Nursing Room is available in the Children's Building.*

Play Area Policy

** The playground is for children 10 years old and younger only. Children must be accompanied by a teacher or parent before they are allowed to enter the play area. Playground rules must be observed at all times.*

Illness Policy

** For the protection of all the children, parents are requested not to bring a child who has had any of the following:*

- a. fever within last 24 hours*
- b. vomiting or diarrhea within the last 36 hours*
- c. any symptom of a childhood disease such as scarlet fever, German measles, mumps, chicken pox, or whooping cough*
- d. symptoms of the common cold including runny nose, frequent sneezing, cough, sore throat*
- e. croup*
- f. any unexplained rash*
- g. any uncovered skin infection including boils, ringworm, impetigo*
- h. pink eye or other eye infection*
- i. untreated lice*

** If a child develops fever or other symptoms of illness during a preschool session, he/she will be isolated and parents contacted to take the child home.*

** Preschool staff and teachers are not permitted to administer any type of medication to children in the preschool area. If medication is required for any reason, parents should see the Minister of Childhood Education.*



Preschool Teacher Policy

All leaders and workers within the preschool division are carefully selected, screened, and trained to provide the best care and teaching possible.

- *All workers must be a member of Northside Baptist Church for at least one year.*
- *All workers must be monitored for safety, security, and cleanliness.*
- *The security system is enforced.*
- *National Background Security checks are run on all volunteers*

Evacuation Policy

** In the event of an emergency that would call for evacuation of preschool rooms, such as severe weather, fire, etc., teachers will follow the evacuation plan posted by the door in each preschool room.*

** Parents are not to go to their child's room; this will cause confusion in the hallways and could result in injury or delay the evacuation process. Parents are asked to evacuate the building and then find their child outside.*

A Word To Parents

Parents are encouraged to become actively involved in the Christian education of their preschoolers. Proper training begins in the home and is extended through the ministries of the church. Parents are needed in every capacity throughout the preschool program, including Sunday School teachers, Extended Session workers, Mission Friends and Preschool Choir leaders, and special events volunteers. God wants to touch the life of every preschooler at Northside Baptist Church. Parents can help make that happen! For information about preschool activities or ministry opportunities, call the Church Office at 578-1568.

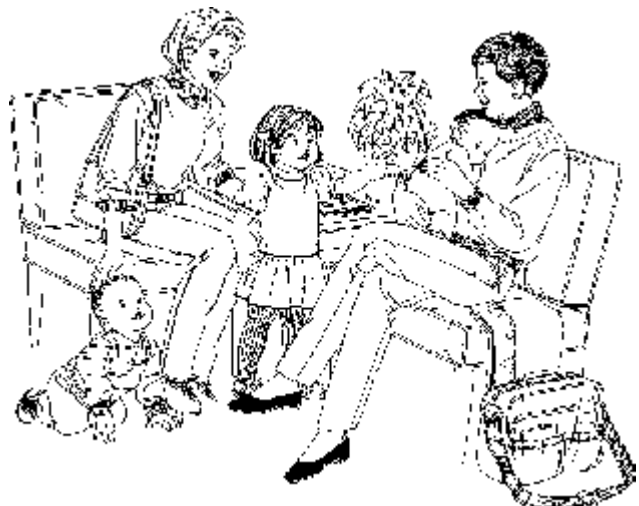
Cathy Smith

Minister to Children

Pam Shaw &

Amanda Chavana

Childcare Coordinators





Cathy Smith
minister of children

n⁺orthside
BAPTIST CHURCH

4100 N. Laurent St.
Victoria, Texas 77901
(361) 578-1568
cathysmith@nbcvictoria.org

| *journey* ▲ *together*