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Sunday School Teacher

Qualifications:
1. To have a personal relationship with Jesus Christ that is portrayed in your personal and public lives.
2. To be a member of First Baptist Church Woodstock and faithfully attend.
3. To be at least 16 years of age.
4. To satisfactorily complete the screening process (including an interview with Preschool staff).
5. To be led of God to minister to children.

Responsibilities:
1. To attend new teacher training classes and observe in rooms.
2. To regularly attend leadership meetings and any training sessions offered.
3. To visit, phone or send cards to visitors and children members on a regular basis.
4. To arrive 30 minutes prior to assigned Sunday School hour and be prepared mentally, physically and spiritually.
5. To prepare activities for the classroom (centers, curriculum take home papers, posters, etc.) and plan and teach in accordance to the curriculum.
6. To issue a nametag to each child upon arrival, and ensure completion of sign-in sheets. Make sure name is on all of child’s items.
7. To ensure the safety of children through the use of ikids ID stickers/ or security cards as needed for drop off and pick up of children.
8. To ensure that parent fills out a sticker and you are aware of any medical or security situations that may exist.
9. To meet physical needs of each child.
10. To follow schedule and clean-up procedures.
11. To coordinate with teachers from other Sunday School hours.
12. To be willing to serve during two Sunday School hours on 5th Sundays if needed to cover your class.
13. To follow accident/incident reporting procedures.

Training:
The following training is offered at different times throughout the year:
• Sunday School Leadership Weekends - church-wide Sunday School teacher training, encouragement; held on Friday night and Saturday morning in February or March and again in the Summer
• Personal mentoring by other teachers, Sunday School Age Coordinator, and Staff.
• Regularly scheduled Leadership meetings—training and general information; held at 4:00

Evaluation:
Once a year an evaluation will be completed and discussed with Preschool staff.
**Purpose Statement**

*The purpose of the Preschool Department is to Worship God, Love Others, Serve God, and Invite Others.*

**An Early Step Toward A Godly Walk**
“...and that from childhood you have known the Holy Scriptures, which are able to make you wise for salvation through faith which is in Christ Jesus.” 2 Timothy 3:15

**In The Womb**
“From birth I was cast upon you; from my mother’s womb you have been my God.” Psalm 22:10

**Infants, Toddlers and Preschoolers**
“From the lips of children and infants you have ordained praise” Psalm 8:2

**Early School Age**
“Since my youth, O God, you have taught me, and to this day I declare your marvelous deeds.” Psalm 71:17

**Preteens**
“When Jesus was 12 years old, they went up to the Feast, according to the custom” “Why were you searching for me?” he asked. Didn’t you know I had to be in my Father’s house?” Luke 2:42, 49

**Teenagers**
“Be happy young man, while you are young, and let your heart give you joy in the days of your youth. Follow the ways of your heart and whatever your eyes see, but know that for all these things God will bring you to judgment.” Ecclesiastes 11:9
Preschool Spiritual Disciple

Infants & Crawlers
► Has a sense of trust and security
► Feels that church is a “happy place”
► Hears God and Jesus’ names spoken in love and begins to recognize them
► Begins to make simple choices
► Begins to see that there is acceptable/unacceptable behavior
► Hears prayers; soothing, Christian music

Toddlers/Jr. 2’s
► Begins to recognize why behavior is right or wrong behavior
► Knows the Bible is a special book
► Knows God and Jesus are special and thinks they are special
► Sings simple Bible songs or rhythms
► Says blessing
► Listens to Bible stories
► Understands basic Bible stories: God made the world; God gives us colors, etc.
► Knows prayer is special and important
► Offers thanks
► Introduced to simple Bible truths: Be kind; God made everything, etc.

Sr. 2’s, 3’s, & 4’s
► Identifies Bible characters; knows Bible stories are true
► Begins to make simple personal application of the Bible truths at home, school, play, and church
► Understands consequences of behavior (sin conscience)
► Begins to accept responsibility for behavior and senses own spirituality separate from mom and dad
► Begins to ask questions about spiritual matters and shows an eagerness to learn more spiritually
► Begins to understand how to express love to God/Jesus (worship)
► Begins to personalize and participate in prayer and understands that God hears it & answers it in some form.
► Demonstrates respect for God, Jesus, Bible, church, worship, etc., and shows a desire to please God.
► Begins to memorize simple parts of Scripture
► Understands simple ways to serve God
General Instructions

The following are general procedures with which teachers need to be familiar. Points that have more specific information detailed on another page are noted by an (*).

For FBCW purposes a “Preschooler” is defined as a child who is 6 weeks old through Pre-Kindergarten.

Prepare:

• Pray for and about your class.
• Arrive 30 minutes before your time of service. Check-in at the workstation to pick up basket and smock. Please wear your teacher name badge.
• Curriculum is provided. Please prepare your lessons and activities through the week.
  ➢ Plan your classroom schedule for each Sunday around the Bible story and the designated playground and / or Worship schedule (provided in your basket).
  ➢ Plan quiet activities and centers.
    Examples: Read a book to the class, have a group prayer time – ask children what they would like to thank God for today.
• Crafts will be provided on specific Sundays – “Free Art Sundays”. On Free Art Sundays you have the freedom to create a craft, teach the children a new song, do a coloring sheet…the possibilities are endless. Craft supplies and ideas are available in the workstations.
• Two workers should be present in the room at all times.
• *Do not serve anything that would be a choking hazard to a child – popcorn, grapes, nuts, hard candy, etc. See allergy info under “Feeding”.
• Toys are provided in your classroom. Additional toys may be checked out from the Resource Room.
• Personal food is not allowed in the classrooms – coffee, etc.
• Please enlist a substitute that can fill in when needed if you will be absent.

Receive:

• *Assist parents in completing the sign-in sheet with the child check-in sticker. Have the parent complete a nametag for the child including full name, room number, and have parents label all the child’s belongings. Parents are asked to leave their child’s personal toys at home.
  ➢ *For potty training rooms: Parents should place a “Smiley Face” potty training sticker on their child.
  ➢ *For Bed Baby and Crawler rooms: Index cards are provided in classroom baskets. Parents should write child’s name and special instructions on the index card. Teachers should place fed, wet, soiled stickers and times of each event on the appropriate index card.
• *Children with allergies or security situations should wear a RED alert sticker completed by the parent.
• Greet children at their eye level cheerfully and promptly. This usually helps ease the child into the room.
• Kindly have the parent stay in the hall and not enter the room. (If the child is upset, assure the parent that we will call them if the child does not calm down within a few minutes.)

Perform:

General
• Constantly interact with the children rather than talking to the other adults in the room or playground.
• Remind the children of the rules often:
  
  **Behavior Expectations**
  The Golden Rule – says be kind to others
  The Purple Rule – says listen well
  The Green Rule – says use walking feet
  The Blue Rule – says use inside voice
  The Red Rule – says hand to ourselves

• If an infant or child is continually unhappy, contact the staff or coordinator. It will be their responsibility to assist the teacher in working with the child before contacting the parent. It is ultimately the staff or coordinator’s decision to contact the parent.
• Use the intercom whenever necessary. A greeter will answer and alert a staff or coordinator immediately.
• Place all child’s personal items, handouts, etc. in the child’s diaper bag or along the wall outside the classroom door.
• Please help keep all drawers and cabinets neat and orderly.
• The “Teaching Wall” should be used for displays and visuals. All items must come down each day as we share the wall with multiple ministries. Do not mount anything on the walls.
• All visuals and decorations should have a purpose and kept at child level.
• No decorations should be placed in the hallways.
• Take all personal items home weekly or stored in the iKids teacher cabinet.
• Classroom doors should be kept closed.

Physical Needs

Feeding
• Snack is served at one hour only for older children. Do not serve or allow into the room any snacks/food from home unless child needs a special snack due to allergies. (Exceptions would be for parties.)
• *If you are serving an edible craft, something other than the regular snack, or if you are having something in the room to touch or smell, make sure to post an Allergy sign outside the door before the first child arrives.
• Children may drink water, or juice brought from home in the younger rooms. We prefer no milk due to allergies and lack of refrigeration.
• Have a blessing for older preschool children prior to serving snack.
• Bed Baby and Crawler rooms:
  - Use crock-pots to warm the bottles.
  - Follow the parent’s instructions on the sign-in sheet.
  - Sterilize with hot water any pacifier that has fallen to the floor.
  - Children should not drink from each other’s bottles or cups.
  - You are allowed to mix pre-measured formula if instructed.

Specific instructions and information regarding parties and Pre-approved goody bags
• You are allowed to have parties for special occasions and holidays in your classroom. However, because of the age of children we are ministering to, and our desire to make the most of our Christian ministering opportunity, there are certain things we will not allow in the classroom. The food specifics are due to allergy and choking hazards. The others are because of our desire to use our Ministry time with the children wisely. Teach them about Jesus at Christmas! With those thoughts in mind listed below are the things we do not allow in our classrooms.
  • Grapes, nuts or any nut products, marshmallows, hard candy, suckers, popcorn, balloons, chocolate, honey, red drinks, berries, tomatoes.
  • Chalk, sand, beads, glitter.
  • Small toys of any kind. Always check for age appropriateness.
  • Easter Bunny, Santa, Halloween items (jack-o-lanterns, ghosts, witches, bats), Characters such as Disney, Barney, Rug rats, Sponge Bob, etc. Instead use stars, nativities, fall items, bunnies, lambs, crosses, eggs, spring things, Christian based cartoon characters, etc.

Diapering:

• Each child should be checked/changed every hour. Try to avoid sending a child home wet or soiled. Parents provide diapers.
  ➢ At the parent’s request powder, lotion, and ointment can be applied if the parent has provided.
• Use the diapering station provided in each room. These should be wiped with cleaning solution between each change.
  ➢ Children in older preschool rooms should be changed on the changing pad in the restroom with the door open with the teacher in the doorway.
  ➢ DO NOT change any child inside the small restrooms.
• Supplies are located in each room.
Place two sheets of wax paper on changing pad.
Wear gloves AND change gloves with each child.
Place soiled diaper in provided small trash bag.
Place all diapering items trash.
Sanitize your hands after each change.
Place the appropriate diapering sticker on the child.

**Restroom:**
- No male worker should take a female child to the restroom.
- Never be alone with a child in the restroom with the door closed! If assistance is needed, explain to the child what you are doing and encourage the child to help as much as possible. (Wear gloves and wash your hands after assisting a child in the restroom.)

For rooms with connecting restrooms:
- Toddlers & Twos
  - If in diapers see “Diapering” section
  - If a child is potty training, a training sticker should be placed on the front of his clothes upon entering the classroom. These children need to be taken to the potty, not just asked if they need to go.
  - Remain inside the restroom with the door ajar with Toddlers and Twos.
- Threes & Fours
  - Remain outside the restroom with the door ajar.
  - Make sure that the children clean, flush, and wash their hands before leaving the restroom.

To see a video on diapering and restroom guidelines go to [www.fbcw.org/imprints-ministry/](http://www.fbcw.org/imprints-ministry/) - Fast forward the marker to about 4 minutes and 50 seconds.

**Emergency/Accident**
- Emergency Backpacks are located in each classroom. These include fire and severe weather instructions. They also include a variety of items that you will need in the event of an evacuation. **THESE ARE ONLY TO BE OPENED IN THE EVENT OF A FIRE OR SEVERE WEATHER!** Please become familiar with the evacuation routes and the contents of the backpack. In the event of a fire you will hear the siren. In the event of severe weather we will announce, “**Teachers get your Backpacks.**”
- DO NOT give medication of any type. Only parents are allowed to do this! Exception: Epi Pen bag contents: call for coordinator/staff or administer yourself if time is an issue.
- In case of an accident/incident (including biting, hitting, etc.) alert a coordinator or staff immediately and complete an Accident Form – see Attachment C - (including the coordinator/staff signature). Inform the parent and get their signature when releasing the child. Blank Accident Forms are kept in a notebook in the drawer or cabinet. They should be
returned to your basket after getting the parent signature. A separate form must be completed on each child involved, with one child’s name per form.

- First Aid kits and bodily spills kits are available through the staff or coordinator.

**Discipline**

*Preventative measures:*

1. Develop classroom to do’s guidelines
2. Teach behavior chart guidelines posted in room

- Attempting to redirect a child’s attention should be tried first.
- The time-out method of discipline is used — one minute per age of the child. Even toddlers can understand this method and can be placed in a “time out” crib.
- There should be NO corporal punishment — not even with your own child while in the room.
- If there continues to be a problem after time-out is tried, call the desk for a coordinator or staff.
- Only staff and coordinators should find or page a parent to come to the Preschool Department.
- Be cautious of your adult strength and handle preschoolers gently. Fingernails, a firm hold, or a strong grip can all potentially leave marks on a child.
- Report any unusual behavior from a child, parent, co-worker, or any other individual to the staff or coordinator immediately.

**Playground/Class Walks**

- Assure that each child is wearing the appropriate nametag before leaving the classroom.
- Take your sign in sheet with you.
- **Count** the number of children in your class before leaving the classroom, upon arrival at the playground or other destination, before departure from the destination, and upon return arrival at your classroom.
- Make sure that you move the clip on the “Where are we?” sign before leaving the room, and upon your return to the classroom. Follow the schedule provided for your time to use the playground. (Remember that there are several classes in each age group going out at the same time. Please be prompt in your arrival and exit from the playground.)
- Walking ropes are provided and should be used in transporting the children to and from the playground or while taking walks.
- Interact with the children on the playground — on the slides, etc. or with balls or other toys. Please do not sit and talk with other adults while the children “play”.
- One adult should be stationed at or near the door so that children cannot leave and to make sure that parents have security cards if picking up.
- Classroom walks should be contained to the lower level of the building.
- Accidents should be reported immediately to staff or a coordinator.
Outreach
• Reaching out to visitors and members alike is a very important part of Preschool Sunday School.
• Visitors should receive a postcard each time they visit.
  ➢ Postcards for contacting visitors and members are located in the Workstations.
  ➢ Completed postcards may be returned to a staff member or placed in your basket for the staff to postmark and mail for you.
• Anytime a contact is made it should be recorded on the form in the Workstation.
• Visitation occurs each Wednesday night. Childcare is provided. Staff can visit with you other times, if requested.

New Units
As space allows and the need arises, new classes may be started in the preschool department by adjusting birthdates assigned to a particular room. An annual department-wide promotion takes place every August; however, Babies through Toddlers may be promoted quarterly.

Release:
• Be prompt and cheerful when greeting a parent at the door. Check-in one child out at a time. Keep the door closed between parents.
• Match ALL member and visitor security tags to the Sign–In sheet. Make NO exceptions!
• If a parent does not have a security tag or the numbers do not match, use the intercom to call the desk for a coordinator or the staff to come to the classroom.
• Do not release a child to an individual under 16 years of age. If you suspect an individual picking up a child is not at least 16, contact staff or coordinator.

Clean Up:
• Follow the instructions on the clean up procedure list.
• All toys must be cleaned with a cleaning solution, rinsed, dried and put away. Once an object has been placed in a child’s mouth, it needs to be cleaned immediately before other children handle it.
• Return manipulative toys, books, and puzzles to the cabinet. (Only dishes and baby dolls are left out in the room.)
• Sheets should be turned to the side marked “Flipped” after the first use or stripped if the flipped side was used during your session.
• Wipe down all swings, walkers, and beds in younger rooms.
• Place all dirty laundry (sheets, blankets, smocks, and socks) in the laundry chute.
• Tie up the trash and place in the large garbage can in designated trash rooms.
• Turn off, empty and unplug the crock-pots and CD/tape players.
• Wipe down tables and counters.
• Remove trash to bins in trash rooms.
• Leave your cabinet clean, neat, and organized.
• Return the baskets, snack boxes, and extra materials back to the Workstations. Sort all contents in appropriate bins.

**Specific Procedures**

**Security Card Procedures:**
Member & return visitor parents **must** check their child in at one of the computer kiosks. After checking-in, 2 tags will print. One is for the sign-in sheet at the door and the other is the parent’s security slip.

First time visitor parents must obtain a security slip from the main greeter desk located in the Preschool Lobby.

**Security Cards:**
The purpose of the Preschool security card is for the safety of the children and to locate parents during a worship service in case of emergency.

One of the tags that prints at the kiosk will be the parent’s/child’s security card for the day. The number the parent used to check their child into our system will be their security number. If a temporary card is required, that number will be the security number for that day only.

**NO CARD, NO CHILD!** - A security card must be presented at the door before the worker is allowed to release a child! If a parent does not have their security card, press the intercom button for a coordinator/staff and they will approve by the parent’s driver’s license. Please follow our security policies.

**VISITOR SECURITY CARDS** - First time visiting families must obtain tags from the Preschool lobby welcome desk. One is for the sign in sheet; the other stays with the parent. The last 4 digits of the phone number they gave at the greeter’s desk to registered their child is the security number. When picking up the child, the security numbers need to be matched up.

**Security & Medical Alert Procedures:**
A **security situation** denotes that there are specific instructions that need to be followed for the drop-off or pick-up of a preschool child due to very unusual or extreme circumstances i.e., custody matters, etc.

A **medical condition** denotes that there is an allergy, chronic condition, or temporary condition that workers need to be aware of.
If you have a child that has an epi pen, contact coordinator or staff. The parent will need to fill out extended medical forms and receive a bag for the epi pen.

It is the parent’s responsibility to request an ALERT Sticker from the Teacher. The parent must fill out the information on the sticker, put it on the child, and make sure that the child wears one each time they are in a classroom. The parent, on the sign in sheet, should include this information, as well.

Workers are expected to note all allergy or security situations and to follow instructions on the sticker accordingly and relay the information to the next shift of workers.

For extreme cases there is paperwork that must be filled out by the parents and given to staff to keep in the volunteer station and in the medical room. Please make staff aware of every medical situation or special needs child in your room.

**Health Procedures:**

For the protection of each child in our Preschool department, parents are requested not to bring a child to church that appears to be ill.

Children (and adults) who have had ANY of the following symptoms within the last 24 hours should not be allowed into a Preschool classroom:

- Fever
- Vomiting or diarrhea
- Green or cloudy runny nose
- Inflamed throat or mouth
- Runny or pink eyes
- Croup, coughing, or sneezing
- Any skin infections such as boils, unexplained rash, staph, ringworms, or impetigo
- Symptoms of childhood diseases (i.e., scarlet fever, mumps, chicken pox, or measles)

No medication is to be dispensed by a worker; however, trained staff or coordinators can administer any emergency asthmatic, allergic type medications if the locating of the parents would be detrimental to the child. Parents are responsible for informing and training staff and coordinators.

Accidental injuries must be reported to the staff and to the parent using an Accident form. Parents should sign this form before leaving with their child!

Report any head and / or face injuries immediately to staff, as we must call the parents to check on and release the child back into our care.

**Missing Child, Security, & Medical Emergencies Procedures:**

- **Code Pink** – Missing girl
  
  Code, age, description:
  
  “Code pink, 3, brown hair”
- **Code Blue** – Missing boy  
  Code, age, description  
  “Code blue, 4, blonde hair”

- **Code Red** – Medical or security emergency  
  Code, location (for security)  
  “Code red, room 1023”  
  Code, child/adult, location (for medical)  
  “Code red, adult, room 1023”

**Code Pink or Code Blue Procedure – Instantly**

1. Worker intercoms desk with situation.
2. a. **Desk intercoms ALL CALL with code.**  
   - Workers shut classroom doors and stay where you are.
   b. **Desk radios channel 15 (staff) with code.**  
   - Associates, Assistants, & Coordinators close hall exits – then search.
   - Greeters check all adult restrooms
   - First Express blocks Preschool drive – then searches
   - Director checks playground and back exit.
   c. **Desk radios Channel 10 – Security.**  
   - Ushers block front entrance and office drive through.
   - Parking surveys the lot.
   - Security searches main hallways.

**Code Red Procedure**

1. Worker calls for staff/coordinator
2. Staff/coordinator contacts Security with Code Red
3. Security advises staff/coordinator

**Off-Site Functions Planned By Individual Teachers Procedure:**

Should a teacher or coordinator plan an activity for children off-site, the following guidelines must be followed. It is important for the teacher or coordinator to realize that such a function would be considered a part of the FBCW Preschool department and the overall embodiment of the church as an organization.

1. Obtain permission from staff before promoting the event.
2. Complete the FBCW Preschool Dept. Off-Site Form and return to a staff member. (See Attachment A.)
3. Attempt to maintain a ratio of 5 to 1, using parents who are Imprinters as helpers. Do not have just you, family or personal friends as chaperones.
4. Abide by the same restroom and discipline guidelines stated in this handbook.
5. Abide by security measures by releasing the child to a pre-approved adult only.
6. Do not transport children! (If a child depends on you to transport them to the event, then you must discuss this individually with a staff member.)
7. No fees may be charged.

**Gospel Presentation Procedure:**

The Preschool department feels that the gospel can be presented to older preschool children. However, it will be for the purpose of sharing information only and parents will be informed whenever this has taken place. Preschool workers should not offer any type of invitation, lead a group prayer (for salvation), pray individually with a child without parental consent, or use any wording that would be considered as coaxing a child into a decision. Children will be encouraged to talk to their parents further. Inform the parents that the Preschool staff is available to talk with a child or the parent about making a salvation decision.

Should a circumstance arise that is not covered by these guidelines, it is the responsibility of the worker to contact the staff in charge for guidance.

**Infectious Diseases:**

1. Definition: Any disease that spreads from one person to another.
2. By the very nature of a preschooler’s activity and the normal infant mouthing behavior, diapered infants, ones and preschoolers are naturally exposed to a higher rate of infection than are other children.
   - Infections such as diarrhea and Hepatitis A are spread primarily by the fecal-oral route, meaning that there is a higher spread among children in diapers.
   - Infections such as serious forms of meningitis, influenza, chicken pox, and most respiratory infections are spread by contact with any respiratory secretions.
   - Infections such as pink eye, impetigo, scabies, lice, ringworm, and chicken pox are spread by person-to-person contact.
   - Fever blisters (Herpes) are spread by contact with saliva.
   - Cytomegalovirus, a viral infection often without symptoms in children, but one which can cause birth defects in unborn babies, is spread through urine and saliva.
   - Hepatitis B and AIDS are spread only by contact with blood (transfusions, needles, across the placenta in the unborn baby and through the birth process) and intimate contact (sexual intercourse and possible breast feeding).
3. When it is known that a preschooler or group of preschoolers have been exposed to an infectious disease, parents and teachers of preschoolers will be notified at the discretion of the Preschool staff.
4. AIDS: Discrimination and Confidentiality
   - An individual who has the HIV virus or AIDS is not legally required to report it.
• Knowledge by the staff of the HIV virus or AIDS disease in a child or worker will be kept confidential outside the appropriate Ministry Staff and Leadership Team. The Minister of Education, Director of Preschool Ministries, and the Business Administrator will determine “appropriate”.
• If a preschoolee has the virus or disease the staff may seek additional information / input by the preschoolee’s parents and with parental consent, the preschoolee’s physician.
• The appropriate Ministry staff shall act in an advisory manner to the Preschool Dept. with respect to on-going care of any preschoolee to:
  o Review the case and the involved classroom
  o Make recommendations for additional precautions or staffing requirements

5. Following the proper diapering, restroom, sickness, and clean-up procedures are preventative measures for the spread of infectious diseases.
6. Observation and supervision by staff and coordinators will take place regularly in an attempt to assure these policies are upheld.

**Bodily Spills Clean Up Procedure:**

**Contact Staff or Coordinator immediately!**
- Contact coordinator or staff immediately, who will contact Operations.
- Wear disposable gloves
- Help corral children to other side of room
- Staff/coordinators will take over cleaning up spill if Operations is not available
- Clean hands thoroughly with Hand Sanitizer

**Cleaning Procedures:**

- **Carpet**
  Absorbent product & paper towels or broom/dustpan *Do not vacuum!*
  Do-it-All Foam (10 min. wait. Scrub)

- **Tile**
  Absorbent & paper towels or broom/dustpan
  Wipe down with spray bottle cleaner

- **Furniture, Toys, Walls, Counters, Toilets, Sinks, etc.**
  Wipe down with spray bottle cleaner in the room (10 min. wait)

- **Persons**
  Sick child – regular wipes in diaper bucket on diaper area, legs, arms.
  P.A.W.S. on hands (if available from medical room)
  Other children or adults who make bodily contact – P.A.W.S. (if available from medical room)

- **Shoes**
  Apply spray bottle cleaner located in the room

  ➢ Follow-up by staff (If necessary):
Clean brushes, etc. used to clean spill
Close room for other programs if necessary
Contact Operations for thorough carpet cleaning
Arrange bleaching

[No other cleaning items should be used]

Child Abuse Procedure:
Definition of Child Abuse
A child whose physical or mental health or welfare is harmed or threatened with harm by acts or omissions of his/her parent or other person responsible for his/her welfare.

Reporting Suspected Child Abuse:
1. Familiarize yourself with the definition.
2. If you suspect that a child involved in any of the programs of FBCW has been abused, report it immediately to Kim Williams or Dan Dorner.

Please refrain from discussing your concerns with other staff, workers or parents.
Attachment A: Off–Site Functions Planned by Individual Teachers

Should a teacher or coordinator plan an activity for children off-site, the following guidelines must be followed. It is important for the teacher or coordinator to realize that such a function would be considered a part of the ministry of FBCW Preschool Department and the overall embodiment of the church as an organization.

1. Obtain permission from the staff assistant before promoting the event.
2. Attempt to maintain a ratio of 5 to 1, using some parents who are VIPS as helpers.
3. Do not have just yourself and your family or personal friends as chaperones.
4. Abide by the same restroom and discipline guidelines stated in the Preschool Policy Book.
5. Abide by security measures by releasing the child to a pre-approved adult only.
6. Do not transport children. (If a child depends on you to transport them to the event, then you must discuss this individually with the staff assistant.)
7. No fees can be charged.
8. Complete an Off-site form and place in your files. Discuss the guidelines with the one planning the event.

OFF-SITE FORM

Completed by: ___________________ Date: __________

Type of Event: _________________ Date of Event: _______ Time: _______

Location of Event: _________________________________________________________

Person(s) in charge of event: ________________________________________________

Names of Helpers at Event: _________________________________________________

Comments:

Approximate number of children being planned for________________
Attachment B
Accident/Incident Report

Directions:
1. Notify Preschool staff or coordinator immediately.
2. Complete a separate form on each child that is involved in the accident.
   Since a separate form is done on each child, do not list the names of other children that are involved.
3. Have the parent sign the bottom of the form to show that we informed them of the situation. This report is then turned in to the Preschool staff – all reports are kept on file for a period of time.

Date of accident/incident (mo/day/yr): ____/____/____

Time of accident/incident: ______________ AM   PM

Location of accident (room #, buggy, playground, etc.):
_____________________________________________________________

Name of child involved: _______________________________________

Description of accident: _______________________________________
____________________________________________________________________

Treatment administered/action taken: ____________________________
____________________________________________________________________

Signature of person completing this form: ___________________________
_______________________________________________________

Signature of Preschool staff that was notified: _____________________

Parent signature: _____________________________________________

Would you like a follow up phone call: Yes ____No ______

Telephone Number: ____________

Updated August 2012
FBCW Preschool Ministry