

## GENERAL INFORMATION

### **When Care is Provided**

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- Preschool care is provided during all regularly scheduled church-wide events while parents are present.
- Church committees are encouraged to plan their meetings during times when childcare is provided, if committee members need this care.
- Planners of church events involving large numbers of the congregation (i.e., convocations and Sunday School workshops) may request preschool childcare through the minister to preschoolers. Reservations are required and must be made two weeks in advance to ensure sufficient staff. A minimum of 4 children is required to provide childcare.
- Preschool childcare and facilities are not available during weddings or other private events.
- Preschool facilities are available only for church sponsored events and when under the supervision of authorized preschool personnel.
- Preschool employees are sometimes asked to do private babysitting. This is a helpful arrangement for all concerned. However, private babysitting by preschool employees must be done away from church property and worked out privately between the two parties.

### **Placement and Promotion**

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- Preschoolers age 2 through 5 will be promoted annually. Their placement will be consistent with grade placement for their ages. September 1 is the cutoff date.
- Children younger than age 2 (on September 1) are placed according to their developmental stages. Their transfers will occur whenever appropriate throughout the year.

# ESPECIALLY FOR PARENTS

## How Parents Can Be Helpful

- Children's first experiences at church help form their lifelong feelings about church and worship. Please help to make church positive and enjoyable for your children by attending regularly and keeping conversations positive.
- Regular attendance will often help alleviate separation anxiety.
- Share special situations with your children's teachers (i.e., a new brother or sister, death of a special pet).
- Feel free to contact your children's teachers or one of the members of the staff with any suggestions or concerns that you may have.
- As a service to parents we have developed a program called Extended Session. This program depends on the commitment of all preschool parents; therefore **all** parents are expected to participate. Parents are scheduled to care for children on a rotating basis, during the worship hour from 10:15am until 11:30 am. Typically extended session duty is required 6 times in a year depending on class size. Extended session enables parents to enjoy worship while knowing that their children are cared for by other loving parents. In order to provide as safe an environment as possible, FBC requires that anyone who works with children must successfully complete the Protecting Our Children screening process.

## Arrival and Departure Procedures

- Please accompany children to their classrooms.
- In the nursery, a teacher will greet children just inside the door to welcome them and to accept diaper bags and other necessities.
- Signing in is important each time children come to a preschool classroom. Parents' destination within the building and the time of return should be written down. Also please take a pager and record the pager number in the log.
- Only the parents or a responsible adult may deliver or pick up nursery age children.
- Whenever possible, older brothers and sisters and other adult family members should wait in the nursery lobby while parents are picking up babies and toddlers. This is important for the safety of the younger children and to reduce congestion inside the classrooms.
- *Pick up of older preschoolers is by parents only or the responsible adult who brought them to church.*
- Teachers of older preschoolers make every effort to be in their rooms in time to greet children. If teachers are delayed, please do not leave children unattended in a classroom.
- Children are sometimes tearful as parents leave them, and prolonged good-byes often add to the upset. Parents are paged if children continue to be upset after parents leave.
- Older children are not permitted in Infant and Toddler classrooms. Observing this policy ensures the safety of the children and enables preschool teachers to meet the needs of their groups.

## What to Bring

- **Please label everything children bring to church with first and last names, not just initials. Please use a permanent marker.**
- Please include these items in diaper bags:
  - 3-6 disposable diapers or 2-3 disposable training pants
  - Baby wipes

- Comfort toy or pacifier, if needed
- Change of clothing, including socks
- Milk or juice, if needed
- Please leave candy, gum and toys at home.

### **Wednesday Evenings**

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- The nursery hall is open to receive children at 4:45 pm
- The purpose of the nursery is to provide care for children whose parents are leading choir or mission organizations, attending Wednesday night activities, or using the Media Center.
- High chairs and booster seats are available in the Fellowship Hall for Wednesday night supper.
- The sign-in sheet should be completed each Wednesday night.

### **Feeding**

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- On Sunday mornings in the Infant Room, babies are offered bottles of milk/formula and non-staining juice that parents send.
- The church provides light snacks (usually crackers and water) for toddlers and older preschoolers on Sunday mornings and during most church activities.
- On Wednesday nights, preschoolers should eat their meal in the Fellowship Hall with their parents. Preschoolers can be unhappy if everyone is not included in a meal, so we prefer not to have children eating in the classrooms.
- Sunday School and Wednesday night activities sometimes involve trying different foods. Please be sure to note any allergies your children have on their information cards.
- Each room on the nursery hall is equipped with a refrigerator.
- Please send a trainer/sipper cup with a lid. Do not send juice boxes.
- Remember that we are a PEANUT-FREE NURSERY.

### **Wellness Policy**

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- Please keep our preschool areas safe and healthy for all of our children by observing our wellness policy.
- **IMMUNIZATIONS** – It is prudent for children to have had their first immunizations before they come to the nursery.
- **FEVER** – When children have fevers (above 99.4 taken orally; above 100.4 taken rectally) they should remain at home. If they are recovering from an illness, they should be free of fever for 24 hours before attending church.
- **MEDICATION** – When they have been on an antibiotic for at least 24 hours and are 24 hours fever free, then children are considered non-contagious to others. At church, we do not administer medicine.
- **COLDS AND RUNNY NOSES** – Most runny noses are caused by colds, which are contagious. Generally colds start out with a clear discharge which may or may not turn yellow or green later on in the course of the illness. The child is contagious as long as the nasal discharge is present. Runny noses can also be caused by allergies, which are not contagious. In this case the discharge also starts out clear and usually does not change color. It is difficult to distinguish between colds and allergies in small children. Colds are much more common than allergies in this age group. Unless parents are relatively sure your child's runny nose is caused by allergies, it may be safer to assume he or she has a cold.
- **COUGHS** – Coughs can spread infection very easily. If children are coughing as a result of cold or bronchial infection, they are contagious for as long as the coughs are moist or fever persists. If

the infection is bacterial and they have been on antibiotic for 24-36 hours and have not had a fever for at least 12-24 hours, then they are not contagious. In all cases involving coughs children's comfort is a factor as to whether to come to church or to remain at home.

- **EAR INFECTIONS** – Ear infections are frequent in small children. Although ear infections are not contagious, they are often a result of a cold (see Colds and Runny Noses Section). Children should have completed 24 hours of antibiotics and be comfortable before coming to church.
- **IMPETIGO** – Children with impetigo should have been on antibiotics for 24 hours before attending church and open/draining lesions should always be covered.
- **SKIN INJURIES** – Any open/draining skin rash or wound/abrasion should be covered at all times.
- **VOMITING AND DIARRHEA** – Vomiting and diarrhea are common in young children and certainly do not always indicate an infectious illness. However, if a child has either vomited or had diarrhea more than once in the previous 12 hours, we would ask that parents keep the child at home. There is always the possibility of the child being contagious, plus this puts an undue burden on our nursery workers. Also, if a child is recovering from an illness that involved the gastrointestinal tract and is still on dietary restrictions, please inform the nursery staff.

### **Food Allergies**

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#### **Children with food allergies that may require Epinephrine**

- An 'Allergy Response Kit' needs to accompany the child each time he/she comes to church. Make sure the kit is given to a teacher/nursery worker when the child is taken to the classroom.
- It is important that your Allergy Response Kit contain:
  - At least 2 doses of epinephrine
  - Any other medications suggested by the child's physician, e.g., antihistamine
  - A copy of the Food Allergy Action Plan
- The kit can be housed in a Ziploc bag and placed in the child's diaper bag or in another type of bag. Please make sure that the child's name is on the outside of the kit and that a teacher knows where the kit is when you leave the child with us.
- The Food Allergy Action Plan is a form available at [www.foodallergy.org](http://www.foodallergy.org). This will be vital if we need to administer epinephrine. Copies are also available from the minister to preschoolers.

**These are overall guidelines. We ask parents to use good judgement with any ailments not listed. If parents think a child is contagious, he or she should not be brought to the Nursery or Preschool classrooms.**