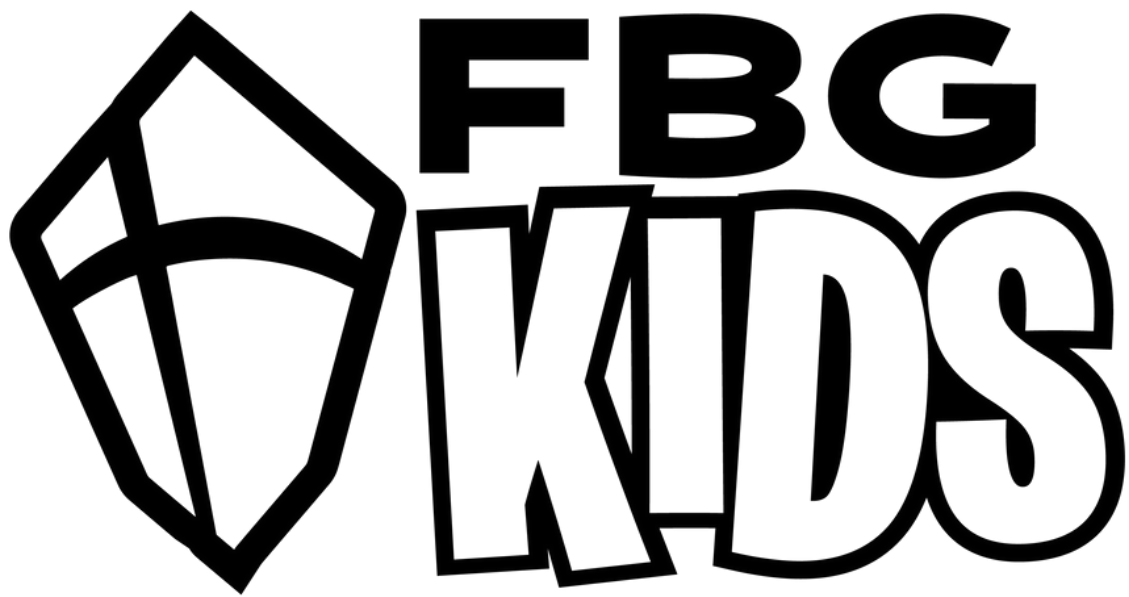


Nursery and Preschool Policies



First Baptist Greenville
847 Cleveland Street
Greenville, SC 29601

Children's Ministry at First Baptist Greenville seeks to help all children feel God's love, learn to wonder, and grow in their faith in a safe and loving environment.

Our ministry programs are intended for children ages birth through 5th grade.

These policies are written for our Nursery Hallway which includes 3K and under.

If you have any questions about the Children's Ministry at First Baptist Greenville, please feel free to contact our Minister to Children, Rev. Bridget Kokolis.

bridget.kokolis@firstbaptistgreenville or call (864) 233-2527 ext 117.

General Information

When Care is Provided

- Nursery and preschool care is provided for all Sunday morning and Midweek programming.
- Planners of church events involving large numbers of the congregation (i.e. Sunday School workshops, etc.) may request preschool childcare through the Minister to Children.
- Childcare is not available during weddings or other private events.
- Nursery and preschool facilities are available only when under the supervision of authorized 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.

Promotion to New Classes

- Transfers from Infants to Toddlers: Children are transferred according to walking ability in the infant classroom. If your infant has begun walking well and you think they are ready to move up to the Toddler class, please discuss this with Bridget Kokolis or Caroline Hiatt. If we have noticed that a child is ready to be promoted, we will discuss it with the parents/guardians prior to promoting.
- Children aged 3 through 5 will be promoted annually. Their placement will be consistent with grade placement for their ages. September 1 is the cutoff date.

Arrival and Departure Procedures

- On Sunday mornings, children may be dropped off in their classrooms no earlier than 9:15. On Wednesday nights, children may be dropped off in their classrooms no earlier than 5:45. Early dropoff is available beginning at 5:30 for guardians who have leadership roles during Midweek.

Arrival and Departure Procedures Continued

- Records and child check-in will be conducted through KidCheck. Parents/Guardians will check in each child being dropped off through the KidCheck system. A name badge sticker will be printed out and parents/guardians should place this sticker on the child's back. This check in system is for everyone's safety. A guardian receipt is also printed out at the time of Check-in. Parents/Guardians must show a guardian receipt to pick up a child at the end of service.
- Instructions on how parents/guardians can set up accounts and use KidCheck are located next to each KidCheck computer.
- On Sunday mornings, there will be KidCheck kiosks in the Narthex, the Children's Ministry Hall, and the Nursery Hall. On Wednesday nights, there will be KidCheck kiosks located on the blue cart at the back of the Fellowship Hall and the Children's Ministry Hall.
- KidCheck will allow us to have quick access to parent/guardian cell phone numbers in case contact is needed during programming.

Arrival and Departure Procedures Continued

- One of our staff members will call or text parents in case of emergency.
- Parents/guardians should accompany children to their classrooms and make the teachers aware of any special situations they may need to know regarding how to best care for the child.
- Children are often tearful at drop-off, and often prolonged goodbyes can add to the upset. Rest assured that if a child continues to be upset after departure, or if they become inconsolably upset at any point during programming, parents/guardians will be contacted via text.

What to Bring

- Parents/Guardians should print two labels from KidCheck so that one label may be placed on their child's back, and one label may be placed on the child's bag. This will keep track of which bag goes with which child.

What to Bring Continued

- Parents/Guardians will need to label cups, comfort toys, and pacifiers to prevent them from getting misplaced.
- 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 water, if needed
- We ask that you leave candy, gum, and toys at home.

Health and Safety

All Nursery Caregivers and Children's Ministry staff are certified in child CPR and first aid.

Food

- Infants: Parents/Guardians may send in milk or formula. Our infant classroom is equipped with a refrigerator and bottle warmers. If an infant is eating solid food and will require a snack during care, parents/guardians may send a snack from home.

Food Continued

- Our nursery rooms are also stocked with Ritz Crackers for snacks if needed. **Our nursery hall is peanut/tree nut free.**
- Children in toddler and preschool classrooms will be served water and Ritz Crackers for a snack. Parents/guardians may send in a labeled water bottle for their child if needed.
- If your family participates in Wednesday Night Suppers, we ask that children finish their meal in the Fellowship Hall prior to coming to the classroom.
- Some programming offerings involve food. Parents/guardians should keep allergy information up to date on their child's KidCheck account. Allergy information will be printed on the child's name tag label, so teachers know how to best accommodate their dietary needs.

Naps

- Infants may require a nap during care. Our infant classroom is equipped with cribs and sound machines. Parents/guardians may send in pacifiers, sleep sacks, etc. to help with sleep. Infants older than three months old will not be swaddled.

Wellness Policy

- Please keep our nursery and 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 (100.4 or above), they should remain home. If they are recovering from an illness, they should be free of fever for 24 hours without medication before returning to church.
- Medication - When a child has been on antibiotics for at least 24 hours and are 24 hours fever-free, then they are considered non-contagious to others. At church, we do not administer any medication.

Wellness Policy Continued

- Colds and Runny Noses - If a child has a cold or runny nose with yellow or green mucus, they are likely contagious and should be kept home.
- Coughs - Coughs can spread infection very easily. If children are coughing as a result of a 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 24 hours, then they are not contagious.
- Ear infections - Ear infections are frequent in small children. Although ear infections are not contagious, they are often the result of a cold. Children should have completed 24 hours of antibiotics and be comfortable before returning 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.
- COVID - Please follow your pediatrician's guidelines as to when to return to church following COVID.

Wellness Policy Continued

- Skin injuries - Any open/drainage skin rash or wound/abrasion should be covered at all times.
- Vomiting and diarrhea - Vomiting and diarrhea are common in young children and 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.

Food Allergies

For children with food allergies that may require Epinephrine.

- An "Allergy Response Kit" needs to accompany the child each time he/she comes to church.
- 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

Food Allergies Continued

- The kit can be housed in a Ziploc bag and placed in the child's diaper 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 (Homepage > Living with Food Allergies > Free Downloadable Resources). This will be vital if we need to administer epinephrine.
- Please note that if an Epi pen is administered, it is our policy to call an ambulance.

Potty Training

- Parents/guardians should make teachers aware of their child's toileting needs.
- Clothing soiled or wet will be bagged and stored apart from other items until the child leaves for the day. The parent/guardian will be informed of what happened, so they know to clean the clothing appropriately.

Communication with Parents/Guardians

- Infant feeding/diapering forms will be filled out for each child and given to parents/guardians at pickup.
- If a parent/guardian needs to be contacted for any reason during the child's time in our care, Bridget or Caroline will be in contact via call or text.



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