

Security Forms

1. A security form is to be filled out for every child in the nursery.
2. Teachers are responsible for the forms being filled out completely. Please make sure the address, phone number, and birth date of the child is on the form. These are necessary for adding a child to our roll and also for follow-up contacts.
3. The teacher gives the person bringing the child a 4-digit paging number to be written on the form. This number helps us locate the parent or responsible person in case of an emergency or other need while caring for the child.
4. The white copy stays in the room and is laced in the clear plastic pocket on the child's bed or on the security form board.
5. The yellow copy goes with the parent and must be presented to get the child at the end of a session. If the yellow copy is lost the person picking the child up, must show their driver's license and sign the bottom of the white copy.
6. Keep the white and yellow copies of the form once a child has been picked up. Place the completed forms inside the roll book.

Preschool Policies

The purpose of these policies is to promote order and consistency in the procedures used for ministries to, and care for young preschoolers at Cottage Hill Baptist Church and to promote unity and understanding between parents and those who teach/care for preschoolers.

1. Preschool facilities will be open approximately 15 minutes prior to regularly scheduled church activities and services.
2. A parent should call for their child immediately after a service or event.
3. It is suggested that only one parent call at the room door for their child. Other family members may wait just outside. This will save confusion and congestion.
4. Preschoolers may not be brought to the preschool division for any reason other than attendance of a church event by the person bringing them.
5. No children above preschool age shall be permitted in a preschool room at any time without the permission of the division coordinator or the Minister in Childhood.
6. As often as possible, preschoolers will remain in the same room during worship services and Bible study. Occasionally, due to heavy or light attendance, a child may be moved so that the staff may give better care.
7. Babies and Ones will be transferred to older rooms as they mature and develop the ability to adjust to the older group and as space is available. Twos through fives will be promoted annually.
8. It is suggested that parents or others not visit their child's room to "look in" on him. This can cause unnecessary adjustments by the child and disrupt the entire session.

Security

1. A childhood security form must be fully completed and signed before a preschooler is permitted to enter a preschool room for any and all church events.
2. At dismissal, a preschooler will be released to the person who presents and signs the yellow duplicate of the Childhood security form.

Health and Safety

1. If your child develops a fever or other illness symptoms, he and a worker will be isolated from the other children until you can be located to take him home.
2. Please do not bring a child who has had a fever within the previous 24 hours.
3. If a child is to receive medication during the time he is at church, the parent must dispense it.

4. A child who appears to be ill will not be received into a preschool room. We simply cannot take the risk of infecting other children and workers.
5. Should your child develop an infectious disease following a session in the preschool area, please notify the Preschool Office immediately so that other parents may be informed.
6. Parents must inform any and all caregivers of their child's environmental allergies.
7. Preschool bedding is changed after each use. Beds and toys are wiped down with disinfecting solution after each session.

Food and Snacks

1. Only plastic bottles are to be used in younger preschool rooms. Also, as a health measure, no bottles will be propped up.
2. Under normal circumstances, preschoolers (infants excluded) are not fed meals in their room during Sunday morning Bible study, worship services, or Sunday evening sessions.
3. A mid-session snack will be served to preschoolers. Usually, apple juice, cookies or crackers.
4. A special section of our baby suite is set aside for mothers who want to breast feed their babies. It is suggested that these mothers note where they may be readily found.
5. Parents must inform any and all caregivers of their child's food allergies.

Clothing

1. Diaper bags, bottles/drink cups (lids, too), clothing and other personal items, **MUST** be labeled with the child's first and last name. Many children have the same first name.
2. It is suggested that preschoolers be dressed in comfortable, loose-fitting, machine washable clothing that will not restrict free movement. An extra change of clothing in the diaper bag is recommended, especially for those undergoing toilet training.
3. Do not allow your child to bring personal toys or other possessions to his room unless it is a "security" item.
4. During art and other "creative" and sometimes messy activities, your preschooler's clothing will be covered with either a painting smock or shirt. Art activities are especially helpful for the mental and emotional development of preschoolers. But, occasionally, there are accidents and clothing may get stained. Fear not! Our paint mix includes soap and the stain should wash out.

Room Check List

If your team of workers are the last to leave a room you are responsible for doing the following:

- *Clean and disinfect the bed rails and mattresses.
- *Clean and disinfect toys used during the session.
- *Date and return leftover juice to the refrigerator.
- *Pick up cookie and cracker crumbs with the carpet sweeper.
- *Place used linens and smocks in laundry hamper.
- *Pick up clutter and throw trash away.
- *Gather personal belongings to be taken home.

Don Your Smocks

- WHY:** *It is a preschool policy that all nursery workers wear a smock when working with babies and ones.
- *Smocks protect our clothing. They also protect the babies sensitive skin from rough clothing, buttons, pins and perfume.
 - *Smocks help parents identify the workers in a room so they know who they should talk to about any special instructions they might have.

WHO: Every worker in the babies and ones departments must wear a smock when working.

CARE: Smocks should be worn for only one session and changed if it becomes soiled during the session. At the end of the session each worker is responsible for placing their smock in the nearest laundry hamper. Laundry hampers are located in the first two nursery suites. They are the large blue cans.

Recognizing a Sick Infant or Child

We cannot receive or keep an infant or a child in the nursery that have any of the following symptoms:

Fever
Green or yellow drainage from the nose
Diarrhea
Vomiting
Productive cough
Unexplained rash
Open draining lesions
Pink Eye
Lice
Other communicable diseases, i.e. Chicken Pox

This is a list of recommendations. If you have any questions regarding whether a child should not be admitted or sent home, talk with your Coordinator.

Should a child show any of these symptoms after being dropped off, follow these steps.

1. The child should be isolated.
2. Notify your coordinator as soon as possible.
3. Disinfect all contaminated toys, before other children play with them. Leave one or two for the sick child to entertain themselves while waiting.

Label! Label! Label!

WHY: Babies can't tell us their name.

We can't follow parents instructions if we don't know which baby goes with the instructions.
We may know the babies names but the other workers in the room may not.

WHEN: The child and their belongings should be labeled as soon as they arrive if at all possible.

We can quickly forget who a certain child is once we place them on the floor with other babies to play.

HOW: Write the baby's name on a short strip of masking tape and stick it on their back. Use a second or third piece of tape to label the baby's belongings. (Diaper bag, bottles, and pacifiers)

*Do not give a bottle or pacifier to a child unless you are sure it is theirs.

*Put misplaced or unlabeled items on the door to the room for parents to claim.

*Encourage parents to label all bottles, pacifiers, clothing, and toys they bring to the nursery.

Toy Cleaning Procedure

1. Place all toys played with during the session on a table top, counter top, or in an empty bed.
2. Wipe the toys with a damp paper towel, cloth diaper, or hand towel to remove any visible debris.
3. Spray both sides of the toys with the disinfectant provided.
4. Leave toys to air dry for at least 5 minutes. Toys should be dried and returned to the toy bins and the lid sealed.

***Remember to spray and wipe diaper changing mat, mattresses, and bed rails after each use.**