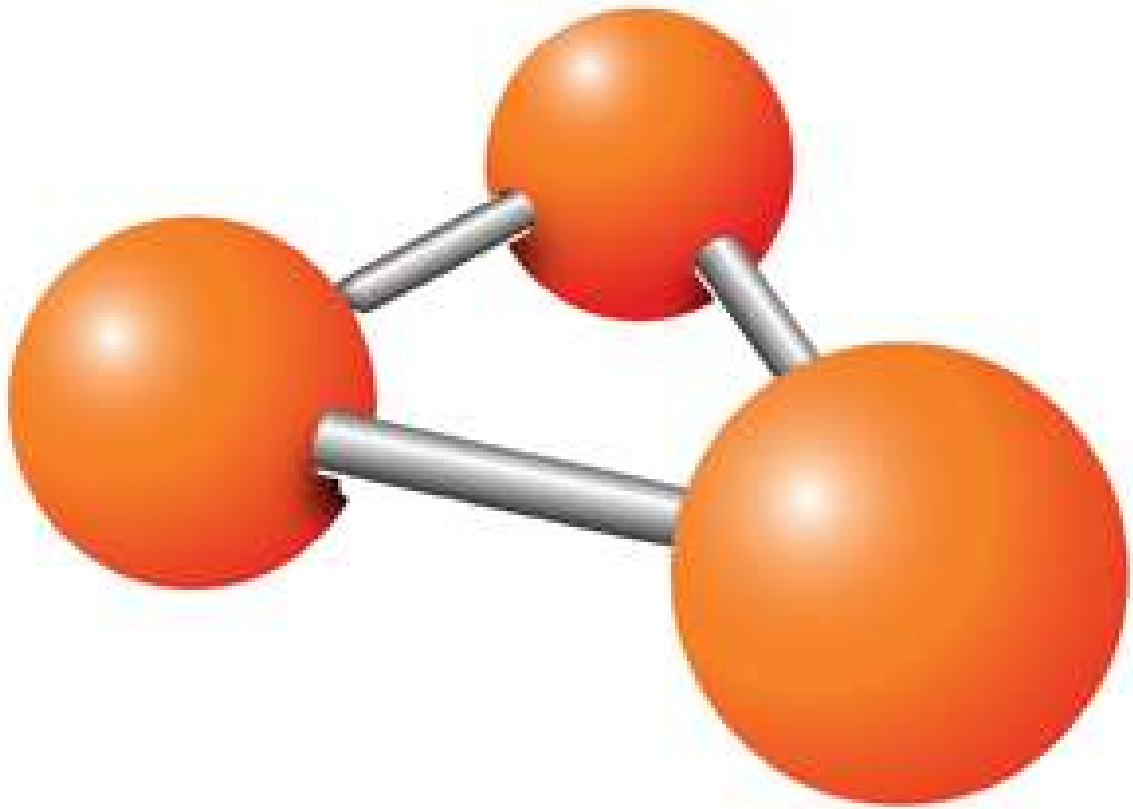


CCC Kids Preschool Handbook



Welcome to Preschool Ministry! If you are reading this, you have decided to serve as part of CCC's Preschool ministry. We are so glad you are going to be a part of our ministry to children birth to 5 year olds.

Our goal is to create an excellent experience for every family who comes in contact with Preschool ministry. You will find that much attention has been paid to the many details that create a safe and nurturing environment for preschoolers to play and learn. To care for each child successfully, volunteers must be working together seamlessly, each concerned with the details of their position. This book is a framework of policies that are put in place to care for every child.

The Wins

In Preschool ministry, we want everyone that serves to grasp the importance of what they do and the importance of the environment they serve in. This is where the "win" comes in. The win is simply the most important aspect we hope to accomplish in our environment.

The win for the **Baby Bay** (infants & toddlers) environment is **to establish trusted care with families**. Baby Bay is the first building block in the child's time with us in preschool ministry here at CCC. We need to make that first impression count. We want children to know they are safe and loved. We also want parents to feel good about leaving them with us, knowing they are safe and happy. Children's ministry plays a huge role in families deciding whether or not they will continue attending a church after their first visit. Our goal for children's ministry is to partner with parents to help them raise their children in faith and character. Those partnerships begin in Baby Bay as we set the foundation for children to know who God is and how much he loves them.

The win for the Kids Kove (2-5 year olds) environment is **to create a lasting first impression of their heavenly father**. This age group is just starting to be able to communicate and is learning so much about the world around them. It is so important even at this young age that we introduce them to God. We want to make an impression that will expand their wonder about God while teaching them the **3 Basic Truths** - *God made me, God loves me, and Jesus wants to be my friend forever.*

Preschool Basics

- Every preschool volunteer must wear a name tag when working in Preschool.
- Babies that can sit up on their own should not be in the bouncy seats or swing.
- A “classroom checklist” is posted in every classroom. Work as a team to complete this checklist at the end of your class time before leaving your classroom. This will help us make sure that each classroom is ready for the next service.
- Any spills, potty accidents, etc. must be cleaned up to the best of your ability. If help is needed, please alert a Coach or Director if the accident will require further attention.
- Pay close attention to the overall safety and cleanliness of your classroom.
- Please follow all “diaper changing and restroom” procedures whenever caring for children in Preschool.
- Children who show obvious signs of illness should not be allowed into the classroom.
- Specific curriculum is chosen and provided for you by the CCC Kids staff. Creativity is encouraged in the teaching process with preschoolers, but if you desire to use something outside the scope of the provided material, please seek prior approval from the Preschool Director.
- Volunteers are scheduled according to their preferences. Please check the schedule regularly to note any changes.
- If, for any reason, you cannot serve at a time when you are scheduled, please inform your coach as soon as possible. If you are scheduled to serve on a Sunday, and need to miss, please call your coach if you find out after Thursday of that week (please do not email after Thursday).

The Check in Process

- Upon being checked into our Baby Bay and Kids Kove area, the volunteer should check the roster to find the child's name. The children are listed in order by last name.
- If the child is not listed, it may be their first time. If they plan to attend regularly, please ask the parent to fill out a registration card for the child. Then add their name to the bottom of the roster.
- The child may just be visiting for the day, in this case a registration card is not necessary, simply add the child's name to the roster.
- For new children, ask the parents if they are any special concerns such as allergies, and write that information in the notes section.
- Each child is assigned a number which is written on the roster by their name.
- Detach parent security tag from the name tag and give it to the parent. In the event we need the parent we will use the number to page them. Explain to them how their child's security tag number will be displayed on the screen if we need them to come to their child's room.
- Find the child's name tag from the file box (filed by first name) and place it in the sleeve and clip to the child's clothing. All children must have a nametag on. If there is not one in the box, please handwrite one for them.
- In the Baby Bay environment, sticker labels are used on infants' backs in lieu of clip on tags.
- In the Baby Bay environment, please use the bag tags provided to label child's diaper bags to avoid any mix ups.

Notes about check-in

Please help us keep our information up-to-date and accurate by noting on the roster where changes need to be made (birth date, grade, spelling, etc). You can write those in the notes section.

Paging Process

If for any reason you need to call parents, please use the paging system.

- Look on the roster to find the child's security number and write the number on a paging slip.
- Before you leave the room, check with other volunteer to be sure they will be fine in the room while you briefly leave to page the parents.
- If you cannot leave the room, please get the assistance of the coach to do the page for you.
- The paging slip should be given to Tech team volunteer at the sound cart in the auditorium. The sound cart is in the back left corner of the auditorium.
- The sound team will then display the number to let the parent know we need them.

Snack Time - *Policy for Feeding & Snacks*

- For infants and toddlers, please get feeding/snack instructions from parents during check-in. Bottles or snacks brought by the parents should be given to the child according to the parent's instructions.
- Make sure that all diaper bags, cups, bottles, etc. are clearly labeled so that they are only used by the child that they belong to.
- No bottles or snacks are to be given to infants or toddlers without the parents' permission.
- For 2-5 year olds, make sure parents are aware of the snack for the day, in the event of any allergies. The stand up sign shows the snack each week.
- Please limit children to one preschooler sized portion of snack (about the size of one small cup). It is a snack and not a meal. We want to avoid over-feeding children while they are in our care.

The Good, The Bad, & The Ugly – Policy For Well Children

Children who show any visible signs of illness at the time of check-in should not be allowed into the classroom. When addressing this issue with parents, assure them that we want their child in Preschool ministry but we have to think about the health of all children in the rooms and want to prevent the spreading of illness. If you are uncomfortable communicating this to the parent you can, enlist the help of your Coach. If an illness is discovered after a child is in the classroom, ask the Coach to page the parents to bring this to their attention.

The following is a list of conditions a child may have that could be contagious. Children displaying any of these conditions should not be checked-in to preschool environments for the safety of all children present.

- Fever
- Vomiting or diarrhea (even associated with teething and medication)
- Any symptoms of childhood diseases, such as scarlet fever, German measles, mumps, chicken pox, cough, strep throat, flu, etc. or any other infectious or contagious disease.
- Common cold from onset through one week
- Sore throat
- Croup
- Fifth disease
- Any unexplained rash
- Pink eye or other eye infections (All eye infections are contagious. The child must be on medication for 24 hours and not exhibiting any symptoms before entering Baby Bay or Kids Kove.)
- Cloudy or green runny noses or persistent cough
- Any communicable disease

We require that a child be free of fever for 24 hours before entering Baby Bay or Kids Kove. When in doubt, please apply the “Golden Rule”. Adherence to this policy is important to protect the health of all children in Preschool ministry.

Keeping It Clean – Hand Washing and Toy Cleaning Policy

Clean Hands

One of the best ways to prevent the passing of germs is by sanitizing or washing hands. It's important to teach children and model for them cleaning your hands.

Volunteers should **use hand sanitizer** before handling food for snack. In addition, assist children in using hand sanitizer before serving them their snack so their hands are clean before they eat.

Volunteers should **Wash their hands:**

1. Before and after changing diapers.
2. After helping a child in the bathroom.
3. After wiping and blowing noses.

Clean Toys

Toys can also carry germs that can be passed to kids. This is especially true in our Baby Bay environments where children often put toys in their mouth.

Toys should be disinfected at the end of each service in one 2 ways:

- For small toys, Spray with **Clorox Anywhere Spray** and let it sit for few minutes, then wipe dry.
- For larger toys and equipment, Use **Clorox Wipes** wipe down and disinfect the surfaces. Then allow to air dry.

From Pampers to Potty – Diaper Changing and Restroom Policy

Diaper Policy

Please make sure that every child goes home with a dry and clean diaper. This communicates to every parent our care for the welfare of his or her child. In order to eliminate the spread of infectious diseases and protect each child's health and safety please follow the guidelines below when changing diapers.

- Never leave an infant unattended on the changing table. Have all supplies assembled and ready before you start. This will include diapers, wipes, paper towels, cleaning spray, etc. Please use supplies from the child's bag whenever possible.
- Wash hands.
- Use wipes. If there are none in the child's bag, then use wipes provided by the church.
- After changing, return the child to the play area.
- Spray the area, let the cleaning solutions sit on the mat for a minute and then wipe thoroughly if not using a disposable sheet.
- Place soiled diapers in an individual plastic bag and dispose of in receptacle.
- Ensure trash is removed after the last service if it contains a diaper.
- Wash your hands.
- There is one designated area or changing pad for changing diapers. Do not change diapers anywhere else in the room.

Restroom Policy

For the protection of our children and our volunteers, it is important to follow these procedures when taking older preschoolers to the restroom.

- A volunteer is never allowed in a bathroom alone with a child. It is a good option to take more than one child with you. If not, then prop the bathroom door open so you are in plain view of other adults.
- Assist children with their clothing in the open doorway before they go into the bathroom.
- Encourage children to do as much of this for themselves as possible.
- If child needs further assistance because the child is too young please get the coach to help you out.
- Help child wash their hands thoroughly after they are done.

Better Safe than Sorry – Security Policy

Our volunteers in Preschool care for many kids every week, and we rely on your diligence to protect those children. To provide for a safe environment for every child in Preschool, the Security policy below must be followed without exception.

1. As parents check in their child, they will receive a numbered security tag and a matching tag will be placed on their child and on their child's bag.
2. When picking up their child, the parent **MUST** present the security tag in order to receive their child.
3. Match up the security numbers of parent and child to ensure you are releasing them to the proper person **BEFORE** releasing the child.

If the security card is lost, you will need to get a Coach or Staff member to verify information before releasing the child.

Out of Harm's Way – Volunteer Screening and Abuse Prevention Policy

This policy is specifically intended to safeguard our children from all forms of abuse. This policy addresses three areas: volunteer screening, reporting procedures and additional safeguards.

Completion of screening process

Screening is required for all staff and volunteers working with minors including but not limited to: Baby Bay volunteers, Kids Kove volunteers, Discovery Island volunteers, KidStuf volunteers, Student Ministry volunteers, special events childcare, etc.

The following is required of all volunteers serving with minors at CCC:

1. Completed Children's Ministry Application
2. References on file
3. Completed background check

Reporting Procedures for Volunteers

Immediately report to the coach any suspicion of child abuse or neglect of which they have knowledge or observe within the scope of their duties to the Preschool Staff.

Additional safeguards are as follows

- No one is to be alone in a bathroom at any time with a child.
- All Staff, Coaches and responsible leadership have frequent access to all classrooms where preschool children are being cared for.

Classroom Checklists

In each classroom there is a checklist for clean up procedures in each room for the end of each service time. Since each room is a little different, please refer to the list for specifics. In general, below are the things that should be completed by volunteers:

- Make sure all crafts and take home items go home with children
- Match up security tags with nametag holders and place nametags back in file box
- Clean & disinfect all toys used by children
- Put all toys away in proper containers
- Put away all craft supplies (i.e. glue sticks, crayons)
- Place any unused craft materials in designated area
- Close up any snack containers and put all snack supplies in proper place
- Wipe down all surfaces with Clorox wipes including tables, play equipment, etc
- Sweep/vacuum floor removing any snack or craft mess

Notes

Community Christian Church
www.communitycc.net