

Noah's Ark Preschool Policies

6 weeks- thru Kindergarten

Faith Bible Church
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Caddo Mills Texas 75135
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Behold, children are a gift of the Lord.

Psalms 127:3

Guidelines for Volunteers in the Nursery

Bed Babies ~ thru Kindergarten

Thank you very much for volunteering to work in the nursery department at Faith Bible Church. Your time is valuable. The time spent with the young people of the Church is so very important and it will be rewarding for you. A good nursery will help in the growth of the Church body. Our goal is to provide a safe and inviting area for the children as well as ease the minds of parents. Most important is the foundational teaching of Jesus in their lives. Even the youngest of children can respond to simple teaching.

Some things to remember as you are working are listed below.

For a more in depth reference on these points, please refer to the Preschool Policies Book.

- A. To guard against potential misconduct allegations, it's very important that two people be available for any room at any time. You are requested to be in your area by 10:00 on Sunday mornings, and at 6:00 pm on Wednesdays evenings.
- B. Never leave the children unattended, an adult volunteer must be present at ALL TIMES.
- C. If a child is not comforted within 15 minutes (10 for bed babies), contact the Nursery Administrator. Then the NA will locate the parent.
- D. Interacting with the children is a good way to make them feel welcome and learn: Some suggestions are: playing on the floor with a favorite toy, holding, and/or singing or reading. You can also get toys out that they don't have access to.
- E. Never spank a child. If disciplinary action is needed, time out away from class is recommended. Please call for the NA for assistance.
- F. When children start to arrive, let's be sure to **greet** them and the parents/guardian. We want this time to be inviting for both child and parent. At dismissal, no child will leave the room with anyone else other than the one who checked the child in. (*Only exception is if prior arrangements have been made.*)
- G. There are to be NO other people in the rooms during each session other than the scheduled nursery workers and the children - unless a parent is dropping off the child or comforting a child. ****Please don't invite anyone in, don't have friends/family at door talking- nursery is nursery time not time to socialize. You must take care of personal business before church time.**
- H. If for any reason you are changing a diaper, remember to wear rubber gloves and dispose of the diaper by wrapping in a plastic bag.
- I. Communication is a great tool for solving problems. Report any problems or suggestions to the NA. If you have other comments please let us know. You may call the church or leave a note in the Nursery box by the office door.
- J. Before you leave, make sure the room is picked up. Any toys that need extra washing can be placed in the "wash basket" provided and taken to the kitchen. The NA will take care of them. All other toys you will need to spray down. Each room has the necessary cleaners to use. If you need anything else please make a note of it, or let the NA know and we will get this.
- K. **There are no snacks served in any rooms with carpet.** There is now a scheduled time for each room to go to kitchen for craft and snack time. (*Exception is infant room.*)
- L. When you are not scheduled we do ask that you attended one of the church services at FBC to be fed the word and enjoy fellowship with the body.

Each room has the following: first aid kit (with a disposable CPR mask); both kitchens, gym & nursery have a sterile CPR mask for babies and older. Each room also has Kleenex; trash can with extra liners, Lysol to sanitize all toys with, wet wipes, Clorox wipes, name tags, paper, & pen for teacher. Should any of these needs to be replaced, please let the NA know. Please note we do offer a CPR training class that we encourage you attending so you are comfortable and familiar should you need to administer CPR or anything other life threaten situation.

Thank you again for volunteering and all that you do. I know together we can make a difference in the young children giving them hope, peace, and the love of God.

Niki Harris

Nursery Coordinator

Ideal Nursery Schedule

Subject to change for time allowed, number of children and weather

“Heroes of Faith” Room 1, ages 2 ~ 3

10:00 ~ 10:45: arrive, free play time, movie in room area

10:45 ~ 11:05: clean up room, teaching time in room area

11:05 ~ 11:15: craft; color in kitchen area

11:20 ~ 11:35: snack time in kitchen area

11:25 ~ 11:50: play time in gym or outside weather permitting. (gym toys are in kitchen closet please put them back if you get them out)

11:50 ~ parents pick up: return to room, prepare to go home, watch movie or play

“Walking in Faith” Room 2, ages 1~2

10:00 ~ 11:15 arrive, free play time, singing songs, read stories

Below is for age appropriate and size of class, to combine the two rooms with workers, will be up to the teachers and NA

11:00 ~ 11:20: snack time in kitchen area

11:25 ~ 11:50: play time in gym or outside weather permitting. (gym toys are in kitchen closet please put them back if you get them out)

11:50 ~ parents pick up: return to room, prepare to go home

“Noah’s “Room 4, ages 4~Kindergarten & “Sunday School” ages PK ~ K only

*9:30 ~ 10:00 Sunday School for PK ~ K only

All other ages will be in another room with Teacher or other Nursery Volunteer

*10:00~ 12:30 Teaching, art, music and structured play ect.

11:35 ~ Noah’s room kitchen time

And he lifted his eyes and saw the women and children, and said, "Who are these with you?" So he said, "The children whom God has graciously given your servant."

Genesis 33:5

Purposes of the Preschool Ministry

- A. To provide a safe, pleasant Christian environment for our preschool children.
- B. To encourage the growth of each child spiritually, emotionally, mentally, physically, and socially. This is accomplished thru teaching of the word of God i.e. reading, showing pictures, listening to music, learning to share toys and playing games.
- C. To encourage the active participation of parents in worship, Bible study, and fellowship.

Basic Limitations

- A. The Nursery Dept. should be used for church-sponsored ministries only. No one should leave a child in the nursery area for any reason other than taking part in church ministries.
- B. The nursery facilities are available only under the supervision of authorized personnel. Arrangements are made thru the Nursery Administrator.
- C. Under no circumstances are children to be left in the nursery area unattended at any time.

Promotion Policy

Children are placed in the age appropriate rooms for all Sunday school classes and other Ministry times. Child promotion to the next class room is normally done in the beginning of a school year. There is a promotion ceremony that is held on Sunday morning with the Pastor and teacher. Exceptions are for the smaller age rooms. If they fill up, or if space is needed, we will move the kids to the next room.

Preschool Guidelines

A. Greeter and child check-in for Hallway.

Greeter must be at table by **9:45 on Sunday**. You're responsible for greeting all parents and children. Make sure ALL sign in, each child gets to their age appropriate room, and has a call number (can use the same # for all siblings). Explain procedure if we need to call parent on behalf of the child. You will issue a two part plastic badge; the number part will go with parent, and the one you write the child's name and number on will stay with child. Please explain this # will flash up on the screen in the Sanctuary if the parent is needed. They will need to come to the nursery as quickly as possible using the back doors in the sanctuary. If this is the child's first time ask them to fill out an information card on the child, please introduce them to the teacher in the room so that they are familiar and give out teacher profile.

B. "Noah's" Room ages 4 ~ Kindergarten

There will be a lesson to teach in this room each Sunday. The NA will give this to you or you will find it in the room in the tray on the wall. Please see the schedule for more information.

C. "Heroes of Faith" Room ages 2 ~ 3

There will be a lesson to teach in this room each Sunday. The NA will give this to you or you will find it in the room in the tray on the wall. Please see the schedule for more information.

D. "Walking in Faith" Room ages 1~2 & "Beginners" 6 weeks ~ one year

Please see schedule for information. You will be creative in teaching and interacting with the children in this room.

Availability

- A. Anyone working in the Nursery has to have completed the Level One training class.
- B. You have to be 15 years old with Level One Training and have Pastor's approval to volunteer for the Nursery. If you are under 14 you as well as your parent will need to complete level one. You will be scheduled in the same room, or you will be placed in room 4 to help. This is for Sunday morning. For Wednesday, ages 11 and up (with requirements met and approval) can be a helper in the room.
- C. Childcare will be provided for regularly scheduled ministries of the church such as special meetings, VBS, Bible Studies or Church business meetings. *It is recommended that a minimum of five children be present for child care of special church-wide events with the approval of the NA.*
- D. **Schedules** are done every three months. You will be put on the schedule at least every other month on the same Sunday. *If you would like to work every month please let us know so that it can be scheduled.* You will get monthly reminders either by paper, mail, or email. **Emails are also sent out weekly to remind you if the following week is your scheduled turn.** There is also the "official nursery calendar of the month" that is posted on the nursery information board located outside of the "Heroes of Faith" room. Please check it often. On the calendar by your name will be a number. This is what room you are to be in. Room 1 is "Heroes of Faith" ages 2 & 3; Room 2 "Walking in Faith" ages 1 & 2; Room 3 is "Beginners" ages 6 weeks – 1 year. If your name does not have a number this means you are a back up for any room. You will be helping wherever you are most needed. ***Please note you are to be in your room no later than 10:00 on Sunday mornings and at 6:00 on Wednesday nights.** (this will help with the flow and congestion in the hallway)
- E. If you are **NOT** able to work your scheduled turn, please call as soon as you can. Please don't call the church on Sunday A.M. - the message may not be given in time. If on Sunday morning, please text to either Niki or Kendria on cell phone. If you know before Sunday and are able to call and switch with another worker, you may do so, but also let Niki/Kendria know of the change. *Phone numbers are available for you for calling other volunteers.*
- F. Please do not invite anyone into the room with you for any reason, even if it is "just to talk." If you need help please let the NA know. Only approved people are allowed into the Nursery rooms. Please take care of personal things before you get in your room or after service. If a parent wants to come in with their child to help them get familiar this is fine. Encourage them to slip out quickly. If the child is having a hard time adjusting, please help in comforting them with toys, bubbles or something to get their attention. This shows you care about them and are here to take care of them.
- G. If you need any assistance at anytime please **ASK!!** The NA is here to help you and to get anything you may need.
- H. There is a checklist by the door on cleaning up and tidying up the room before you leave. This is your responsibility, please help in this.

Head Nursery Administrator

- A. Beside myself, I will train a few others that will fill the NA role for any given Sunday morning service.
- B. You will be responsible for helping me in the coordinating of events, volunteers, parents and children in the nursery dept. You will also need to make any major decision that should need immediate attention quickly.
- C. If I am not able to be at church, **you will need to be at church by 9:45A.M. on Sunday.**
- D. You will prepare the classrooms, check in table, and gather items needed for the rooms anything else needed for the day.
- E. Make sure the volunteers are in the rooms by the appropriate time. (10:00am)
- F. Welcome parents and children as they arrive. Help in any transition needed.
- G. Keep the flow in each room. Watch the time to keep all on a schedule for teaching, crafts, snacks, and outside/gym playtime.
- H. Assist in changing diapers/clothes, helping with bathroom breaks. *{use rubber gloves and use soap/water to wash hands thoroughly after each change}*Extra clothes/diapers are in the rooms with a changing table.
- I. Hallway stays quiet for service time. All doors are shut i.e. sanctuary doors, classroom if they get loud. (watch doors especially on windy days, they do blow open)
- J. Make sure ALL rooms have been picked up, and sanitized at the end of service. Trash cans emptied out with new liners (take out to big trash can in gym).
- K. Dishwasher is loaded with cups and any toys that can go thru the washer. Turn on if full (*if you turn on put the tag on counter that says "clean", or if you don't turn on put tag out that says "not clean."* Place on counter at the dishwasher).
- L. Turn off heat/air and lock ALL doors

Illness

For the protection of all children, parents are expected not to bring a child who appears ill. A child should not be brought to the preschool area when any of the following conditions exist - please call the NA if you see any of these symptoms:

- A. **Fever** within the last 24 hours.
- B. **Vomiting or diarrhea** in the past 24 hours.
- C. Common cold-from onset to 3 days.
- D. **Any skin infection** – boils, ringworm, impetigo.
- E. **Pink eye or other eye infection.**
- F. **Any unexplained rash.**

When in doubt, please us the following rules.

- A. Children who have symptoms of illness during a church ministry will be isolated and the parent/guardian will be located by the NA.
- B. If a child does contract a potentially infectious disease following a session in the nursery, please inform the NA so that we can inform other parents to take preventive care if needed.
- C. Neither teacher nor employees should give any medication to any child at any time.

Please sign and date acknowledging you have read and understand the guidelines and policies of Faith Bible Church Preschool Dept. If you are under 18, please also have parent/guardian read and sign. Thank you very much for your cooperation and making our Preschool Nursery Dept a safe and working area at Faith Bible Church.

Faith Bible Church 903-527-4154

Niki Harris ~ Nursery Coordinator email nharris1977@yahoo.com

Kendria Alexander ~ Nursery Assistant email bkalexander4@verizon.net

Please tear here and return it to Faith Bible Church

Thank you very much for volunteering !

***** I have read the Guidelines and policies for the preschool department. I understand the requirements and importance of volunteering and working with the children and other volunteers at Faith Bible Church.*****

Today's Date _____ Your age (under 18 only) _____

Your name (please print **blue or black ink only**) _____

Mailing address _____

Hm Ph _____ Cell # _____

Your email address _____

Are you CPR trained? Yes or no If yes date of certification _____

All teens need to have Parent/Guardian sign in acknowledgement and support

Parent/Guardian _____ (parent email) _____

If you need to take the Level One class a time will be set up for you do so.

Yes, I need to set a time for Level One _____

Yes, I have taken and interested in Level Two _____

*First Tee is Free - 2nd will be \$10.00 each
We do ask if you choose not to work in the
Nursery to return tee so we can recycle
Thank-you*

Tee Shirt Size (circle one)

Adult **S M L XL XXL**

Youth **M or Large**

Office Dept. and Pastor Approval sign here

Background check received and completed yes or no

Level One taken and completed **yes or no** date _____ Office Initial _____

Pastor approval _____ date _____

Comments/other _____