

Welcome, to Edmond's First Baptist Church and our ministry to families with preschoolers. We are thrilled you have chosen our church to help your child learn about Jesus at his individual level of understanding through Connection Group, church attendance, and other church activities.

As a child, Jesus "increased in wisdom and stature and in favor with God and man." We desire this same kind of growth for your child at our church.

As partners, home and church build spiritual foundations that last for eternity. We count it a privilege to invest love and time with you in the life of your child.

Our policies and procedures are based on our desire to meet all your child's needs while at church. Questions and comments are always welcome. It is a joy and privilege to partner with you as your children grow.

For His Children,

Erin Ramirez, Director of Preschool Ministries

Erin Ramirez



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FOUNDATIONAL GUIDELINES

Edmond First Baptist Church of Edmond follows a learning design based upon five principles ***Worship, Ministry, Fellowship, Discipleship, and Evangelism***. We are committed to helping parents build a firm and lasting spiritual foundation in the lives of their young children. In addition, we focus upon eight key foundation concepts that provide a biblical framework upon which children can develop a spiritual foundation for conversion, spiritual growth, and a biblical worldview.

These eight concepts are: (1) God, (2) Jesus, (3) Bible, (4) Creation, (5) Family, (6) Self, (7) Church, (8) Community and the world.

We follow these basis assumptions:

- Use of the Bible as our textbook – the Bible is the basis for every thing we teach along with the bible being the basis for the development of all our teaching procedures.
- The child is the learner and are the focus of our teaching. Bible study must touch the head, the heart and the hand (body) of the child to create life-changing experiences.
- The teacher is a guide – providing activities that involve children in learning. In addition, our teachers must live out the biblical message in front of others.
- We believe parents are the primary teachers; the church and its ministries assist and support parents as they fulfill their God-assigned roles as spiritual leaders by assisting them and teaching their children.

Our curriculum is designed to help teachers and parents provide age appropriate learning experiences as we work together between home and church to enhance your child's learning. Our ministry seeks to partner with parents in teaching your child truth from God's word and training them to set their hope in Christ alone so that they might walk in His ways.

CURRICULUM AND PROGRAMS

Each of the supporting take home pages provides pictures, songs, Bible stories, and present-day stories related to the material used on Sunday mornings in the child's Connection Group experience.

Connection Groups (Sunday am)

Small group activities geared to each developmental age group from infants through Kindergarten. We choose to use Lifeway's Explore the Bible, Bible Studies for Life, and the Gospel project as our basis for these age groups. Included are games, Bible study, music, introduction to missions, along with special emphasis relating to the season of the year.

Wednesday Evenings (School Year)

We will be doing Lifeway's Team Kids that takes place each Wednesday evening from mid-August through May offering hands on experiences with music, mission education, and scripture memorization that is age appropriate.

Wednesday Evenings (Summer)

Summer brings new emphasis with various topics related to maturity of preschoolers

Worship Care

For infants through kindergarten takes place during all worship services with Bible study through activities that include songs, games, art, and stories. Kid's Church for pre-kindergarten and kindergarten takes place during the 9:30 worship time. Occasionally, our pre-kindergarten through elementary age children accompany their families to "big Church" for a special worship experience such as the observance of the Lord's Supper and Baptism.

How Children Learn

Bible learning activities can be grouped in seven basic areas. Materials used are centered on the session focus/theme. Bible stories, pictures, and Bible verses are interwoven within each session.

- **Art** – the value of art activities lies in the process rather than the finished product. Art experiences offer opportunities for self-expression and provide a sense of accomplishment.

- *Blocks* – provide reasons to take turn, make social contact with others, and establish relationships. Children put ideas into concrete forms as they learn about sizes, shapes, and dimensions.
- *Books* – offer opportunities to pretend. Communication skills are built as the teacher and even the youngest child read together.
- *Home Living* – contributes to a child's feelings of security. Spiritual development is fostered along with role playing.
- *Music* – provides children the opportunity to experience wonder and joy while participating. Listening skills are developed.
- *Nature* – touching, smelling, hearing, seeing, and tasting help a child develop accurate concepts about God.
- *Puzzles* – problem solving activities which lay a foundation for later work. They present challenge to the child's abilities.

GENERAL INFORMATION

1. A "Childhood Ministry Registration" form should be completed for each child prior entering any classroom. This includes permission for photo graphs and video to be used for promotions on our WEB page or other publications
2. Parents receive a check in and out tag upon arrival. Check in begins 15 minutes prior to the start of the event. Sign your child's name and leave a cell phone # and indicate who will pick up their child.
3. Parents/Guardians must have their guardian tag to pick up each child. Children will only be released to persons 16 years and older with the guardian tag. If you have misplaced your guardian tag, notify Mrs. Erin.
4. Parents of preschoolers involved in church related events are to remain on church premises.
5. Preschool facilities are available only under the supervision of authorized childhood ministries personnel.
6. Preschoolers are expected to attend the classroom assigned for their chronological age group

7. Our purpose in ministry to families of preschoolers and children is to help each child...

- Know that the Bible is a special book that tells about Jesus
- Associate God, Jesus, and the Bible with good feelings
- Think of church as my church – a place they want to be
- Think of home as a place of love and security
- Begin thinking of others and adjusting to their interests.
- Make progress in solving problems, sharing, and expressing him or herself.
- As a child grows and matures, build a relationship with Christ to make Him Lord and Savior.

8. We ask that children leave personal toys at home so that they do not get misplaced.

SEPARATION ANXIETY

A normal development process, some children may be upset as parents leave but rest assured teachers will help your child adjust to new surroundings. We ask that parents and siblings not enter the classroom unless invited to do so by the teacher/staff. Parents will be contacted if the child is inconsolable.

DISCIPLINE

Hebrews 12:7-11 tells us that discipline, though sometimes painful, produces a harvest of righteousness and peace for those trained by it. It also tells us discipline should be born out of love and not be intended solely as punishment or behavioral control. It should be a growth mechanism through which we receive necessary correction, guidance, training, and molding of character. Discipline is a process for learning self-control, respect for others and responsibility. We seek to help children grow and develop through:

- As appropriate, preschoolers are involved in helping set clear, concise rules and limits
- Verbal praise is used to reinforce appropriate behavior
- Redirection away from inappropriate behavior is used
- Adults remind children of expectations and limits.

- Preschoolers are reminded to use words to express needs, desires, anger, and to resolve conflict.
- If a child physically injures another child, he/she is removed from the activity and parents are notified. The injured child is comforted, and conflict resolution is attempted.
- Children may be removed from an activity if inappropriate behavior persists, but never out of sight of adult supervision.
- *Corporal punishment is never utilized.*
- A conference is scheduled with the parent if a pattern of serious, inappropriate behavior persists.

FOOD AND CHILDREN

The responsibility of feeding infants and young children is a serious matter. We are happy to provide a plastic bottle for your child any time they are in Preschool; however, we can only add water as we do not provide any formula, juice, or milk. Snacks are provided during worship care times and special events. Check with the Coordinator for specific food items to be served. If your child, infant thru kindergarten has a food allergy, please provide the type of snack needed, labeled with your child's name.

Due to food allergies, all outside food and drinks must be finished BEFORE entering the classroom.

CLOTHING

- Children should come dressed for the season and outdoor activities.
- Select clothing that is easy to wear, not binding, or easy for a toddler to trip trying to stand or crawl.
- Label all outer garments with your child's name, including hats, gloves, and boots. Many of these are like those of friends.
- Bring a change of clothing, labeled, for your child who is 3 years or younger along with diapers or extra underwear as needed.

TEACHERS AND STAFF

People make the difference, individual talents and abilities are sought to enhance our program. Teachers partner with parents who are the ultimate authority. We realize the preschool years are an important, formative time in the lives of young children; therefore, we select teachers and staff based on not just their desire to serve, but on their ability to communicate on individual levels. Many of our teachers/staff are parents and grandparents who strive to care for your children with gentle and compassionate attitudes.

All teachers and staff have a complete background check prior to teaching in the classroom. Teachers are selected based on their education, ability, and desire to serve. We look for highly motivated, caring people that can be challenged to reach their full potential.

Teachers and staff attend training events and meetings throughout the year to prepare and become motivated to do a better job meeting the needs of children and leading them into an understanding of Jesus and His plan for people.

SECURITY

- Doors to the Children's Wing remain locked as children participate in activities.
- Whenever an event requires children to be present, a childcare coordinator monitors the entrances to the children's wing.
- Security cameras are in the hallways and in each classroom.
- Doors to the children's wing remain locked except at designated times, with entrance limited to adults who have children in attendance in the building.
- Parents are to escort their child to their assigned room, sign the child in on the sign-in sheet, and indicate a cell phone number for emergencies.
- Parents are to note any allergies or special need their child may have while in attendance.

- Parents should have a photo ID available when picking up children. Children are not released until a parent or authorized adult is identified.
- If a pick-up tag is un-available, be prepared to show photo ID
- Parents place the child/pick-up tag on the clipboard across their child's name.
- We maintain a minimum of two teachers per room with additional as needed to maintain safe ratios.
- If teachers and children leave the room for any reason, they take the clip-board sign-in sheet with them, counting the children prior to leaving and when they get to the designated place. A sign, indicating where to locate your child is posted on the classroom door. Pick-up requirements at the destination remains the same.

Plans are in place for medical emergencies, threatening storms, stranger danger, or fire. Teachers in classrooms are aware of necessary procedures to protect children. For example, we follow the following for storm emergencies:

Threatening Storms

- Teachers will be instructed by the Children's or Preschool Minister, Coordinator on duty, or Security Team member to move to designated safe place.
- Count the number of children prior to leaving the classroom.
- Take the Red emergency bag along with roll sheet/clipboard with you.
- Sing songs, play simple games, tell stories, and reassure children until parents arrive and the threat is over.
- Children are not released until the threat is over from the designated shelter
- Parent must provide current security tag for pick up

INCIDENT REPORTING

Accident/incident/emergencies are to be reported to the Preschool or Children's Minister or Coordinator on duty. All accidents and incidents are important, you will receive an incident or accident report involving your child when an accident or incident occurs involving your child must be reported in writing.

ILLNESSES

Your child will be more comfortable at home if he/she is ill. **DO NOT** bring your child when any of the following conditions exist or have existed in the past 24 hours:

- Fever 100 degrees or higher
- Vomiting or diarrhea
- Sore Throat
- Croup
- Skin infection or unexplained rash Eye irritations
- Communicable disease (chickenpox, mumps, flu, Strep, etc.)

If in doubt, please keep your child with you. Should your child become ill while in EFBC childcare or activities, he/she will be isolated, and parent instructed to pick him/her up. Should your child contract a childhood or contagious illness following attendance in any EFBC session, please contact the childhood ministry office so that we may inform other parents to take preventive care. We **DO NOT** administer medication of any kind. If your child has a medical condition that requires medication on a regular basis, please visit with the coordinator or childhood ministry office for special instructions. Our teachers/staff follow guidelines suggested by the U.S. Department of Health and Human Service to help control any infectious disease including HIV or AIDS virus. Parents or guardians with children infected are instructed to report this information to the Oklahoma Department of Public Health, as well as the Pastor and/or Administrator of the church. This information will be kept in strict confidence. Each case is reviewed individually by a "Health Review Committee" composed of the parent/guardian, the child's physician, a representative of the Oklahoma State Department of Public Health, and a church staff member. This committee will determine the extent of the child's participation in church activities.

PARTNERING WITH PARENTS

Our desire is to partner with you to guide and train children according to God's word. EFBC does not intend to replace you as their spiritual leader in any way, but to encourage, support, and come alongside you on the spiritual journey. All our children, regardless of age are dependent upon committed Christian adults to provide for their spiritual and physical needs during the times parents are absent. EFBC provides Worship Care during our 9:30 service by utilizing volunteers on a rotating basis of every 6 to 8 weeks. At least one parent of every preschooler should serve on the volunteer rotation. Worship Care is completely dependent on the volunteers that serve on the rotation.

To ensure the safety of children and adults, there should always be a minimum of two adults in each room.

- You will be partnered with trained individuals in the area you serve.
- Each volunteer will complete permission for a background check prior to serving/helping in any department for any event, including Parent's Day Out.

POTTY TRAINING

Please let us know when your child is potty training and what methods you are using at home (i.e. sitting vs. standing, words for potty training, and how often you take your child, etc.)

Children who are potty training should wear pull ups to church. For sanitary reasons, they can transition to regular underwear only after they have been accident free (during daytime hours) for at least three weeks. Children who are potty training or newly potty trained should always bring a change of clothes in case of an accident.