

# Welcome,

to our leadership team! We value you as a member of the ministry team with preschoolers and children. Parents trust you with their precious children while they attend functions with our church, including our Parent Day Out ministry. All of us involved in the preschool and children's ministry at Edmond's First Baptist work together to provide the very best experience for children each time they attend.

Read this booklet and become familiar with its content. Flexibility and dependability are the key to continued success for all. As you have questions, concerns, or suggestions please let us hear from you.

People make the difference and your individual talents and abilities will enhance our programs. You were selected because we believe in you. Whether you are a Connection Group leader, paid staff member or a helper, we look for highly motivated, caring people like you who we can challenge to reach their full potential. Standards for good performance are in place and we are here to support you in your endeavor to reach them.

For His Children,



Erin Ramirez

Preschool Ministries

[eramirez@fbcedmond.org](mailto:eramirez@fbcedmond.org)



Christian Lloyd

Children's Ministry

[clloyd@fbcedmond.org](mailto:clloyd@fbcedmond.org)



Jackie Kramer

PDO Director

[jkramer@fbcedmond.org](mailto:jkramer@fbcedmond.org)

All leadership (paid or volunteer) shall be a *Christian and conduct themselves in a Christian manner*. Maintain high moral standards (actions and attitude reflect morals while in the classroom and outside of the church facility) include:

- i .Use of tobacco prohibited
- ii. Use of alcoholic products prohibited
- iii. Drug abuse prohibited
- iv. Co-habitation outside of marriage is not acceptable Christ-like behavior

**Coordinators and Interns:** Must be active members of EFBC

**Employed Teacher/helpers-substitutes shall:** Be active members of his/her church (preferably Southern Baptist).

- i. To insure you and the children remain healthy, we suggest that all adults keep current with their immunizations such as Influenzas, Whooping Cough, and Boosters for Polio, Tetanus, MMR, Varicella (Chicken Pox), and Covid-19 (when available)
- ii. All persons serving within the preschool and/or children's ministry (paid or volunteer) will have an annually completed background check on file prior to serving.
- iii. Prospective teachers must complete an interview with either the Preschool, Children's, or Parent Day Out Director  
Both Preschool and Children's teachers, paid or volunteer, are to attend an orientation.

## **RECEIVING / CHECKING IN CHILDREN**

- i. All adults shall wash hands upon entering the room assigned.
- ii. Assist children in washing hands upon their arrival.

## **SNACK/MEALTIME**

- i. Children will receive snacks during the 9:30 hour.
- ii. Children are not to walk around while eating.
- iii. For children too young to sit at a table, use a highchair or place a plastic tablecloth (available in resource room) on the floor where children can be taught to sit while receiving a snack.
- iv. Help young children to learn that snack time is a limited time, not all session long.
- v. Give children sippy cups only at snack/mealtime.
- vi. Disinfect tables prior to serving snack and after.

### **All prospective teachers/volunteers will receive instructions:**

- i. Proper handwashing, use of gloves, assisting children with toileting needs, and diapering techniques applicable to their age group. See hand washing procedures (page 14). Do not rely on hand sanitizers.
- ii. Response to emergency illnesses
- iii. Proper method to clean and disinfect materials, toys, equipment, and rooms each session.
- iv. Use of approved disinfectant such as bleach solution that is prepared and available for use, stored in preschool kitchen.
- v. All rooms will be kept orderly and clean, which includes disinfecting as needed through out all rooms. This is part of the teaching responsibility, not a custodial or maintenance crew.

vi. As young children use toys, disinfect frequently throughout each session. Tables and chairs are also included (glue, crayon, and marker streaks on tables need to be removed).

vii. Give old outdated curriculum to coordinator/supervisor on duty.

viii. Plans for each childcare session must be submitted to the Preschool or Children's Minister or his/her representative a minimum of 24 hours prior to the session start time. Requested supplies will be in your room.

## **SECURITY AND SAFETY**

**All entrances to the children's wing are limited to parents and children only.**

**1. EFBC follows the two-teacher rule.** Every room that is open for children will have a minimum of two teachers prior to receiving and caring for children of any age.

**2. DOORS WILL REMAIN LOCKED AT ALL TIMES.**

**3. Greet families at the door, remind parents to put child(ren)'s sticker on clip-board.**

**4. Use sign-in/out sheets consistently with contact numbers and names for each authorized adult with a notation of any special circumstance or need the child may have (allergies etc.)**

**5. Do not admit a child that does not have a name tag and a pick-up tag (the exception is PDO and extra childcare times.)**

**6. Parents/Guardians must have their portion of the security tag to pick up each child. Children will only be released to persons 16 years of age and older with the appropriate security tag. If parents/guardians do not have security tag, notify Mrs. Erin or whomever is supervising.**

**7. Be firm and direct upon pick-up. Do not release ANY child without verification they are authorized to pick-up.**

**8. Each child needs to keep his/her name tag on during the session.**

**9. Take extra precautions when leaving the room with children for any reason. Put a sign on the door indicating where their child is located.**

**10. Make sure to take the clipboard with you whenever you leave the classroom.**

**NEVER TAKE A CHILD OUTSIDE THE ROOM BY YOURSELF.**

**11. If children need to use the restroom, let the hallway monitor be aware and remain in your room, if only 2 adults are serving. Monitor does not go into the restroom with the child.**

**12. Count children and verify all have been signed in. Upon return to the room count again.**

13. Please refrain from using your phone while you are serving. If you have an emergency, please let whoever is supervising know so they may step in to the classrooms.

## 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 in these ways:

- i. Involve Older Children in helping set clear, concise rules and limits.
- ii. Verbal praise is used to reinforce appropriate behavior.
- iii. Redirection away from inappropriate behavior is used
- iv. Adults remind children of expectations and limits.
- v. Children are reminded to use words to express needs, desires, anger, and to resolve conflict.
- vi. 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.
- vii. Children may be removed from an activity if inappropriate behavior persists, but never out of sight of adult supervision.
- viii. **Corporal punishment is never used.** Never engage in physical punishment with a child (e.g., spanking, hitting, pinching, biting, pulling on arms, etc.)
- ix. Never use verbal abuse (e.g., embarrassment, belittling, shouting, threatening, shaming, etc.)
- x. A conference is scheduled with the parent if a pattern of serious, inappropriate behavior persists.

## **What a teacher should do:**

- 1. Redirect the attention of the child to stop the focus of the wrong choice being made (introduce something different to distract and refocus the child).**
- 2. Give the child one warning; hold both hands, make eye contact on the child's level and explain why the child's choice is wrong. Allow the child to continue participating with a reminder to make the right choices. Affirm the right actions that follow.**
- 3. Confront the child on his/her second offense WITHOUT DELAY. Use the same direction as stated above except explain the consequence of his/her wrong choice. The loses the privilege to that activity and must choose something different.**

## **Important Notes:**

- i. Teachers should view themselves as trainers and not punishers.**
- ii. Speak low and confident with love (not anger).**
- iii. The adult lead teacher should always take responsibility for discipline issues and ensuring the safety of the classroom.**
- iv. Children are NOT to be placed on a teacher's lap if they are older than two years of age, under two with caution. It is best to sit next to a child extending an arm or hand for comfort. Give only side hugs, not front to front.**
- v. No horse play or rough housing. Piggyback rides are not permitted.**
- vi. If the child cries or throws a tantrum, the teacher should remind the child of his/her choice.**
- vii. Allow time and space for the child to cry but DO NOT coddle. Ignore unwanted behavior and often it will stop with the child engaging in planned activities.**
- viii. Invite the child to rejoin the others as this shows love, forgiveness and acceptance.**
- ix. Remove yourself (the teacher) from the situation if you are raising your voice or becoming frustrated. Allow co-worker to address the issue.**

x. If behavior escalates beyond the control of the teachers or if other children are at risk, a parent is to be notified immediately. The child should be removed from the classroom for the remainder of the session and returned to the care of his/her parents.

xi. The teacher will complete an incident report and give it to the Preschool or Children's Minister. On the same day, the Preschool or Children's Minister will follow-up with the parent(s) to explain the situation and partner with them by discussing ways for guiding the child during class.

## **EMERGENCY PROCEDURES**

### **Medical Emergency Procedures**

*Remain calm and in control of children.  
How you react is how the children will respond.*

1. Supervisor on duty (Children's or Preschool Minister, PDO director, coordinators in charge) Dial 911

i. Say: "We have a medical emergency at 1300 E. 33rd in Edmond, Oklahoma 73013 at the corner of 33rd and Bryant. The closest entrance is on the west side of the building facing the tree line. I am in the lobby to meet you."

ii. Answer any questions the dispatcher may have.

2. Call or text Christian Lloyd, Children's Pastor (405-886-6101) or preschool director, Erin Ramirez (405.471.9676) and/or administrator, Paul Blankenship (405.706-7200) who will notify the parent or spouse (if an adult) of the emergency

3. Using a cell phone (one person) call for security

4. Re-locate children not involved to another area

5. Fill out an incident/accident report



## **Threatening Storms**

- i. Teachers will be instructed by the Children's or Preschool Minister, Coordinator on duty, or Security Team member to move to designated safety space
- ii. Count the number of children prior to leaving the classroom
- iii. Take the roll sheet/clipboard with you
- iv. Sing songs, play simple games, tell stories and reassure children until parents arrive and the threat is over
- v. Children are not released from the designated safe space
- vi. Obtain current security tag prior to releasing or ID check and signature from adult picking up

## **Intruder / Stranger Danger**

1. Upon notification from Children's or Preschool Minister, Coordinator on duty, or security team member teachers will respond as follows:
  - i. Remain in the room
  - ii. Keep the roll sheet/clipboard with you
  - iii. Close door and latch the top, keeping door locked
  - iv. Close blinds
  - v. Lower door window covering
  - vi. Turn off the lights
  - vii. Move away from the door, keeping children out of sight (in a corner or in the connecting restroom)
  - viii. One person in the group, use cell phone (always on silent) to text supervisor or security team – keep phone on silent, no ringer should be heard
  - ix. Security team will be notified to secure children's wing doors
2. Teachers will count children and ensure all signed in are present
3. Teachers and leaders will keep all children in their classroom until they are advised that the situation is resolved or that children can be released to parents

4. Only one parent or guardian per child will be allowed to enter the preschool /children's area to retrieve their child and must show the current security tag to be allowed to enter. Place security sticker on clipboard and indicate which parent picked up child and the time.

## Fire

- i. Follow the exit procedures posted in the classroom.
- ii. Children and staff will be re-located to the far west parking lot near the tree-line
- iii. Take the roll sheet/clipboard with you along with emergency red bag
- iv. Check roll prior to exiting the building – do a head count
- v. Check roll when you are in the designated safety area – do a head count
- vi. Display the RED child is missing or GREEN all clear (included to help responders be aware they are safe or a child is missing)
- vi. Those serving with early walkers or infants, place 4-6 children in a bed and roll them out of the room to designated safe area
- vii. Do not worry about coats or personal belongings, your priority is to get all to safety
- viii. Do not release a child to any person other than approved adult listed on the sign-in sheet
- ix. Sign the child out, indicating time and to whom the child was released
- x. Remain with children in the safety area unless directed to another area by authorities (police, fire officials, or Preschool and/or Children's Ministers)

## **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 and must be reported in writing. and available at the desk in the foyer of the preschool/ children's wing.

- i. The yellow copy (bottom) is provided to the parent
- ii. The white copy (top) is stapled to the sign-in sheet at the end of the session

An accident is an injury (however slight it may be) to a child or a teacher/leader

- i. An incident is anything that causes disruption in the teaching environment such as children becoming ill (running fever, vomiting, diarrhea, etc.), power outages, unaccounted for or missing child.

### **Suspected Abuse**

- i. Immediately notify supervisor, who will contact minister of designated area who will contact Executive Pastor. Executive Pastor will notify Senior Pastor as necessary.
- ii. If suspected adult/teenager is in the room, remove him or her, contact security
- ii. Use incident report to list suspected abuse injuries, providing name of victim, age, where this occurred, date, time and all who were assigned to that group.
- vi. Executive Pastor will notify authorities as this must be done through proper channels, please do not notify authorities without consulting supervisor, Minister of area, and Executive Pastor.

### **Power Outage**

- i. Have children sit near the door to the room or near the window
- ii. Use the flashlight button on your cell phone and sing songs, play games, tell stories to keep the children calm and engaged

iii. Release children only to authorized adults who have the current security tag.

vi. Place tag on space provided on the roll sheet/clipboard indicating time and who picked up child.

### **Sick Children**

**i. Do Not accept a child into the classroom if a family member is home sick.**

ii. Supervisor will notify parent who will be instructed to remove the child from the classroom.

iii. Any soiled area will be covered, custodians notified, and children moved to another area.

iv. If child is diagnosed by a physician with a communicable illness, parents of children who may have been exposed will be notified.

### **Unaccounted for or Missing Child**

i. Contact Children's or Preschool Minister immediately along with supervision on duty

ii. Doors to the children/preschool area will be secured and locked

iii. A supervisor or security team member will be stationed at all exits to the area to watch for the missing child

iv. Supervisors will calmly and quickly go room to room, including all restrooms and resources spaces, looking for the missing child

v. Supervisors/security team will question the teacher or others the child was last seen with concerning any possible information where the child might have gone or with whom they may have gone.

vi. Security team along with church administrator make the determination to contact authorities.

*Non Carbon Required (NCR) forms are provided in every classroom to report any incident or accident.*

## **DIAPERING AND TOILETING**

- i. Check diaper age children every 30 minutes, changing only when a change is necessary.
- ii. Change diapers only in the approved changing area
- iii. Changing stations are not to be used for any other purpose (storing of toys, papers, chairs etc.)
- iv. Disposable gloves are provided and recommended for teacher use
- v. Hands are to be washed prior to diaper change and after
- vi. Clean restroom surfaces (faucet handles and toilet seats) with approved disinfectant solution as needed throughout the session

### **Diapering Procedure:**

1. Collect clean diaper, disposable wipes (check for allergies), disposable gloves and a washcloth for washing the child's hands.
2. Place clean diaper on changing surface
3. Put on disposable gloves
4. Place child on changing surface
5. Unfasten, remove, and roll soiled/wet diaper, set aside
6. Clean child's diaper area with clean diaper wipes
7. Fasten clean diaper securely
8. Remove gloves trying to enclose wrapped soiled/wet diaper and used diaper wipes. Hold diaper in right hand; pull the top of the right-hand glove down over the diaper so that the glove covers most of the diaper. Hold the partly covered diaper in the left hand and pull the top of the left-handed glove down over the diaper to encase.
9. Wash child's hands with wash cloth or assist older child in hand-washing at sink.
10. Remove child from diaper changing area to engage in activities.

11. Dispose of gloves and diaper in covered container.
12. Disinfect diapering surface with approved disinfectant.
13. Wash your hands.

#### **Assisting with Toileting Procedures:**

1. Assist young preschoolers with toileting if needed using gloves.
2. Remove your gloves and assist the child in washing hands.
3. Wash your hands.
4. Instruct or assist older preschooler and children in proper hand washing after they use the toilet.
5. If restroom is accessible from the classroom:
  - i. Leave the restroom door ajar and assist only when he/she requires it.
  - ii. Allow the child to remove his/her clothing and take as much responsibly as possible for his/her own toileting need.
  - iii. If assisting a child, remain in clear visibility of other teachers
  - iv. Step outside the restroom door while the child uses the toilet.
  - v. Once the child is finished, remain in clear visibility of other teachers and the classroom door if it is necessary to assist the child in replacing his/her clothing.
  - vi. Flush toilet and use disinfectant spray after each child.
6. If the restroom is outside the classroom or down the hallway:
  - i. Three children with two teachers should go to and from the restroom together. To have two teachers in the classroom and two assisting with toileting needs, it may be necessary to enlist one or two persons (unrelated parents) to assist the teachers during restroom time.

ii. Teachers may take the entire class for a restroom break. Hallway monitors need to have a background check and never be left alone with a child.

iii. At no time should one teacher take one child to the restroom alone.

iv. No child should leave the room with a teacher.

v. Teachers are to remain in clear visibility to one another while assisting children to, and from, and in the restroom.

vi. Young children should remain in clear view of teachers always except when inside the toilet stall.

vii. One child at a time is permitted in the toilet stall.

viii. Children above 4 years of age should be capable of taking responsibility for their own toilet needs; however, if assistance is needed, assist the child in clear view of the other children and teachers.

7. Elementary age children should ask permission before going to the restroom. Once permission is given make sure the hallway monitor is aware that a child is in the restroom. If a child needs assistance a parent must be called to help.

## **HAND-WASHING**

Hand-washing is important in preventing the spread of infection and should be routinely practiced by teachers and taught to children 14 months and older. Hands are to be washed after toileting, wiping noses or mouths, changing diapers, before and after touching an open wound, and before serving food, including snacks.

### **Procedure to wash hands:**

1. Adults turn water on and off for young children and begin teaching older children to use paper towels for turning off water.
2. Use antibacterial soap and warm running water.
3. Rub hands together vigorously for 30-35 seconds (sing Happy Birthday to yourself)

4. Wash all surfaces including backs of hands, wrists, between fingers, and under fingernails.
5. Rinse soap from hands.
6. Dry hands with a disposable paper towel
7. Turn off water faucet with a disposable towel (instead of bare hands), then dispose of towel in trash.
8. Sanitize hands with alcohol-based hand cleaner provided.

## **SHARING SPACE**

Most rooms are shared by several organizations within the church; therefore, it is important to leave each room clean and ready for use.

- i. Staples, tacks, and push pins are not permitted for use on wall or doors. Use on the bulletin board not walls, doors, etc.
- ii. In preschool rooms, use only tape, as other items pose a choking hazard. The only tape to use on walls is the blue painters tape or Mavalus tape (this request comes directly from our maintenance supervisor).
- iii. Do not use tape on the carpet as it will leave a residue; we have VELCRO strips available.
- iv. Connection Groups are our priority, so make sure all furniture, toys, and equipment are returned to their original location prior to leaving.
- v. Counters need to remain neatly organized, not cluttered.
- vi. **Storage areas need to be organized with items easily identified**
- vii. Outdated curriculum is to be given to supervisor or coordinator.
- viii. Basic supplies are shared by multiple groups, so please store these in usable containers and label the cabinets with what is located inside.



## PRESCHOOL KITCHEN

Serving helpers and employees are welcome to use the kitchen to prepare snacks, make copies, lunch for themselves, etc., but remember to clean up after using the kitchen. *Dirty dishes are to be rinsed and placed into the dishwasher, not left in the sink or on the counter. Clean the microwave after each use.*

### Helper/Volunteer and Employed Teacher Responsibility

- i. Be available at the assigned time, usually 30 minutes prior to the time the scheduled session begins.
- ii. Arrive 15 minutes prior to scheduled time for Volunteers, so you are ready to greet parents and children.
- iii. In the event the volunteer is not available to teach at the scheduled time, that volunteer is responsible to notify the Preschool/Children's rotation coordinator or Preschool/Children's Minister.
- iv. Prepare and use the teaching activities according to the literature provided.
- vi. Create a safe and loving environment for each child.
- vii. Ensure that every child is checked into and out of the classroom according to guidelines.
- viii. Obtain necessary information from each family upon check-in.
- ix. Oversee the teaching and care within the classroom
- x. Follow established policies and procedures.
- xi. Doors are to remain locked at all times
- xii. Complete an incident report if a child is hurt while in a session. Attach the white original to the sign in sheet with the yellow copy given to the parent.
- xiii. Disinfect tabletops, chairs, toys, and other equipment after the last child is picked up.
- xiv. Leave the room clean and prepared for the next session.

## **PREPARATION FOR TEACHING / PROVIDING CHILD CARE**

Think about the feelings you may have if you entered a worship service and the pastor was not prepared to preach. Children are in our teaching environment of the church for such a short time, we must take advantage of the moments we have with them. The average child may spend 30 hours per week plugged into media driven activities, therefore it is imperative that we prepare for the short time we spend with them at church.

### **Teachers Must:**

1. Prepare through personal Bible study as you prepare for quality group time experiences (large group and small group)
2. Plan appropriate age-level and grade level activities and games that teach Bible truths (life-skills). The Bible is our KEY textbook.
3. Jesus came to give us a relationship not to entertain us. Use the time with children wisely, giving them life skills that help them to respect, love others, handle temptation, the ups and downs of life, and build healthy friendships.
4. Use time wisely – not just a free for all experience but one that is beneficial and guided along with fun.
5. Include fun:
  - i. Caution: think how you would feel if you entered your room and the teachers were prepared only to plan games without a purpose, show videos, and have little interacting with you, or use the time for passive learning giving you little time to interact. It seems when we have entertainment for the sake of entertainment, we continue to expect to be entertained and each time the entertainment must change, or we will not be back.
  - ii. With creative entertainment where children are involved in active play and have choice in how they play, they have opportunities to learn and entertain themselves and not depend on passive learning like T.V., movies, videos, handheld devices, and other forms of entertainment.

## **Elements To Be Included In Each Session:**

- i. Use only assigned room or rooms; do not assume you have access to the entire floor or building without prior approval from Preschool or Children's ministers.
- ii. Remain in designated building or location; if you need to move, notify supervisor, and leave a note on the door indicating where you are re-locating.
- iii. Lead teachers share with other teachers the session Plan.
- iv. Set-up time for leaders (a minimum of 15-30 minutes before session begins). This includes gathering supplies and setting up activities.
- v. Put out sign-in sheet, assign one teacher to monitor this and obtain information as parents bring children.
- vi. Designate space for coats and other personal belongings includes hand-held games, etc.
- vii. Provide a list of supplies needed to coordinator in a timely manner, not as you walk in the door.
- viii. Observe, record, and report to supervisor an individual child's behavior as assigned or requested.
- ix. Participate in activities with children and maintain an orderly environment.
- x. Assist children who have trouble in the group or who temporarily have lost their physical or emotional control.
- xi. Plan a simple early arrival activity.
- xii. Provide transitional activities that will move a child from one activity to another.
- xiii. Presentation of the Bible focus.
- xiv. Include small group activities (possible crafts) to keep children engaged as session is ending and parents are picking up children.
- xv. Monitor the door to insure authorized persons are signing the child out.
- xvi. Provide a positive report on children, not always negative.

xvii. If there are any situation with the child or an explanation is necessary of an event that took place, visit with parent privately, not at the door.

xviii. All parent concerns should be reported to the coordinator on duty and the preschool or children's ministers.

xix. Leave the room in an orderly fashion, ready for another session.

xx. Clean and return toys and games to resource room or correct storage area.

xxi. Soap and water may be needed to remove the grime from some items, then spray with disinfectant.

xxii. Take all laundry to the laundry room.

xxiii. All food products and dishes are to be returned to the kitchen and properly stored. Food must be stored in a sealed plastic bin designated in the pantry.

### **CLEAN UP:**

1. Return supplies to proper storage areas.

2. Re-set room as necessary and clean tables and counter tops.

3. Turn off all electronic equipment (CD's and TV's).

4. Pick up paper left and discard in trash container provided.

5. Provide written report of any incidents that may have taken place and repairs needed to coordinator on duty.

6. Coordinator will pick up sign-in sheets.

7.. Flush toilets, close blinds, open restroom doors, close the bottom and top classroom doors and turn off lights when exiting.