

Central Kids Policy Procedures Manual

This policy is designed to assist church leaders in recruiting volunteers and to provide guidelines for the safety of children and youth under the age of 18, as well as guidelines for the support of staff and volunteers.

CENTRAL BAPTIST CHURCH PRESCHOOL & CHILDREN'S MINISTRY HANDBOOK & POLICY AND PROCEDURE MANUAL VERSION 2.0

TABLE OF CONTENTS

| Subject | Page |
|----------------------------------------|------|
| Introduction, Vision, and Values | 2 |
| Children's Ministry Staff | 3 |
| Worker Enlistment and Screening | 3 |
| Child Abuse Policy | 5 |
| Volunteer/Child Protection | 7 |
| Attendance | 8 |
| Electronics | |
| Sunday Morning Expectation | 8 |
| Security | 11 |
| Emergency Procedures | 11 |
| Parent Involvement | 12 |
| Discipline | 13 |
| Class size/ratio | 14 |
| Resources used in Children's Ministry | 15 |
| Continuing Education | 15 |
| Appendix A: Preschool Personnel Policy | 16 |
| Appendix B: The 7 I Cans | 18 |

ABOUT THIS HANDBOOK

The purpose of this handbook is to provide policies and procedures for the Preschool and Children's Ministry of Central Baptist Church and the staff/volunteers who work in that ministry. Changes may be made from time to time in the policies and procedures contained in this handbook without prior written or oral notice.

VISION AND VALUES

Vision

Shepherding children to know Jesus, follow Jesus, and share Jesus with others.

Mission

Our desire at Central is to keep Christ at the center of all we do by giving our lives to Him, living for Him and leading others to Him.

Basics Beliefs

Doctrine of God

We believe in one God eternally existing as one essence and three distinct persons: God the Father, God the Son and God the Holy Spirit, each of whom is fully God, yet there is one God.

Doctrine of Revelation

God has made Himself known to the world in Jesus Christ, the Scriptures and creation.

Doctrine of Creation and Providence

We believe that God created the world from nothing and governs all things at all times in all places.

Doctrine of Humanity

We believe that all humanity is created in the image of God and possesses intrinsic dignity and worth.

Doctrine of Sin

We believe that sin has fractured all things, leaving the world in desperate need of salvation.

Doctrine of Salvation

We believe that salvation is by grace alone through faith alone in Christ alone.

Doctrine of the Church

We believe that the Church is the body of Christ sent into the world to shine forth the glory of God.

Doctrine of Resurrection and Consummation of the Kingdom of God

We believe that Jesus Christ is returning to the world in the future to judge the living and the dead.

CHILDREN'S MINISTRY STAFF

Central Baptist Church employs various full-time and part-time personnel called to lead ministry to its children. These personnel members include Children's Pastor/Director, Children's Lead(s), and Preschool Lead(s). In addition to this staff, CBC may employ Preschool/Children's Ministry part-time workers for various assignments. CBC also recruits and places non-paid volunteers to shepherd and carry out various assignments. Collectively, all of these individuals form our shepherding team.

WORKER ENLISTMENT AND SCREENING

Paid part-time workers are screened using the following procedures:

1. Application

All paid children's ministry worker candidates must complete the Central Baptist Church Application for Employment and Background Check Release.

If the pastoral staff is aware of any reason why a person would not be fit for a position, further investigation and discussion will take place and a final approval, or denial, will be made.

In an effort to develop new young leaders, high school students are encouraged to assist in the leadership of various children's ministries. These students will be known as shepherds-in-training. Depending upon needs and circumstances, these students can either be paid or non-paid personnel. Sixth grade and junior high students are allowed to assist/shadow in the ministry as non-paid volunteers on a case-by-case basis, for they must be approved by the Children's Pastor/Director or Leads.

All children's ministry workers must be members of CBC (for at least six months) and be in submission to the leadership, vision and values.

2. Interview

All children's ministry volunteers must submit to an interview by the Children's Ministry Pastor/Director and Leads.

3. Criminal History Check

All candidates will be subjected to a background screening to determine criminal history or prior sexual offenses. Individuals who have been arrested for, charged with, are on deferred adjudication or regular probation for, or have been convicted of sexually oriented or sex-related crimes either, misdemeanor or felony, cannot serve in any area of children's ministry. CBC will rely upon the truthful answers of its reference inquiry and volunteers for this information. All candidates must also complete the Child Protection Training assigned to them.

4. Onboarding

Upon successful completion of the aforementioned steps, the candidate will provide the

needed documents for employment (the list of needed documents will be made clear). Required training and job information will be given at this point. This training includes a sexual abuse training video (Child Protection Training). This sexual abuse training video must be completed annually. During this step, schedule arrangements and start date will also be established.

5. Retention/Revocation

CBC will provide meetings and continuing education for workers as needed. CBC reserves the right to revoke any volunteer's ability to serve in the Children's Ministry (if they do not comply with the policy and guidelines set forth in this document)

Non-paid volunteers are screened using the following procedures:

1. Application

These volunteer shepherding candidates must complete the Background Check Release.

If the pastoral staff is aware of any reason why a person would not be fit for a position, further investigation and discussion will take place and a final approval, or denial, will be made.

In an effort to develop new young leaders, high school students are encouraged to assist in the leadership of various children's ministries. These students will be known as shepherds-in-training. Depending upon needs and circumstances, these students can either be paid or non-paid personnel. Sixth grade and junior high students are allowed to assist/shadow in the ministry as non-paid volunteers on a case-by-case basis, for they must be approved by the Children's Pastor/Director or Leads.

All children's ministry workers must be members of CBC (for at least six months) and be in submission to the leadership, vision and values.

2. Screening

All children's ministry volunteers must submit to a screening process by the Children's Ministry Pastor/Director and Leads.

3. Criminal History Check

All candidates will be subjected to a background screening to determine criminal history or prior sexual offenses. Individuals who have been arrested for, charged with, are on deferred adjudication or regular probation for, or have been convicted of sexually oriented or sex-related crimes either, misdemeanor or felony, cannot serve in any area of children's ministry. CBC will rely upon the truthful answers of its reference inquiry and volunteers for this information. All candidates must also complete the Child Protection Training assigned to them.

4. Onboarding

After successful completion of aforementioned steps, required training and job information will be given at this point. This training includes a sexual abuse training

video (Child Protection Training). This sexual abuse training video must be completed annually. During this step, schedule arrangements and start date will also be established.

5. Retention/Revocation

CBC will provide meetings and continuing education for workers as needed. CBC reserves the right to revoke any volunteer's ability to serve in the Children's Ministry (if they do not comply with the policy and guidelines set forth in this document as well as other policy/procedures documents).

POLICY AGAINST CHILD ABUSE

CBC supports and maintains an environment free of child abuse and neglect. Child abuse and neglect include physical or mental injury, sexual abuse, negligent treatment, or maltreatment. Sexual abuse is defined as the use, persuasion, or coercion of any child to engage in any sexually explicit conduct (or any simulation of such conduct) for the purpose of producing any visual depiction of such conduct or rape, molestation, prostitution, or incest with children.

It is against the law and against CBC's policy for any volunteer or employed staff, male or female, to physically, sexually, or mentally abuse or neglect any child.

CBC reserves the right to refuse membership, to dismiss or to exclude from affiliation with CBC any volunteer or employee who is or has been convicted of child abuse or neglect of any child.

CBC will neither condone nor tolerate:

- Infliction of bodily injury upon any child or physically abusive behavior towards a child.
- Physical neglect of children, including failure to provide adequate safety measures, care and supervision in relation to church activities.
- Emotional mistreatment of children, including verbal abuse and/or verbal attacks.
- Sexual abuse of any kind or degree.

CHILD ABUSE: REPORTING

Child abuse is a serious crime and CBC intends to prosecute child abuse in any form to the fullest extent of the law. You are under these obligations as a shepherd:

1. Reporting requirements

All volunteers and employees shall immediately report and document any incident of abuse or violation of the two-adult or open door policy of which they have knowledge or which they have observed. Any person making such a report shall keep the information strictly confidential. This should be reported to the Children's Pastor/Director. If this staff member cannot be found or reached, please report to the overseeing Lead.

2. Incident of abuse defined

An 'incident of abuse' means any occurrence in which any person:

- Has threatened to inflict or has inflicted physical injury upon a child, youth worker, or vulnerable adult, other than by accidental means, or is reasonably suspected to have done so.
- Commits or allows to be committed any sexual offense against a child, youth or vulnerable adult, or is reasonably suspected to have done so.
- Commits any kind of sexual advance, makes a request for sexual favors, or engages in sexually motivated physical contact (or is reasonably expected to have done so).
- Exposes a child, youth, or vulnerable adult to verbal, visual, or physical conduct of a sexual nature, or is reasonably suspected to have done so.

3. Imminent threat

In all cases where an imminent threat of continued or actual abuse exists, any witness shall immediately contact a member of CBC pastoral staff to request that immediate steps be taken to ensure the safety of the alleged victim. After the safety of the alleged victim has been secured, the person witnessing or with knowledge of the incident of abuse shall complete a written report of the incident of abuse and submit the report to the Children's Pastor (or in his/her absence, a Preschool/Children Lead).

4. Obligation to report to Law Enforcement.

First and foremost, all volunteers, staff members, etc. are mandatory reporters according to the law. In all cases where any volunteer or staff member has reasonable cause to believe that a child or youth, known to the volunteer or staff member in a professional capacity, has been or may be abused or neglected by either known or unknown persons inside or outside of CBC, the worker shall make a report to the local entity, or entities, who officially handle these reports and situations. These local entities and their contact information will be known by church staff members. If the volunteer or staff member is in doubt regarding whether a report should be made, he or she shall telephone the agency anonymously and discuss the situation with an investigator to determine whether a report should be made. The volunteer or staff member shall make a written record of the name and title of the investigator with whom he or she spoke and the recommendation made by the investigator and submit a copy of the written record to the Children's Pastor.

5. Responding to the report

When someone receives a report of an incident of abuse, he or she shall immediately take the steps to ensure the safety of the alleged victim. After the safety of the alleged victim has been secured, and after the report has been appropriately documented, the person receiving the report shall:

- Immediately contact the appropriate law enforcement agency to file a report that informs them of the incident.
- Immediately contact the Children's Pastor or any member of the pastoral staff who will then contact the parents or guardian of the alleged victim to inform each of them of the incident.
- Take all reasonable steps necessary to ensure that the alleged wrongdoer has no contact with the alleged victim.

- Take all steps necessary to ensure that the alleged wrongdoer is barred from further work with children, youth, or vulnerable adults.
- Report the incident to the appropriate local law enforcement agency's child abuse investigators.
- Report the incident of abuse to all other appropriate government authorities.

VOLUNTEER /CHILD PROTECTION

CBC intends to ensure the health, safety and well-being of volunteers and children. As a precaution and to ensure strict accountability from one adult to another, follow the following rules. Any breach of these rules requires an employee incident report to be filled out by the Children's Pastor/Director or supervising Lead.

1. Two teachers in room

Two adults should remain together in a classroom at all times. If a shepherd needs to leave a classroom, the Children's Ministry Pastors must be notified to maintain the two shepherds in a room policy.

2. Restroom Policy

Shepherds should help a child use the restroom only if the child is three years or younger. In this case, a class should go together with both volunteers, or there should be two shepherds accompanying the child. If a child is three years or younger, the shepherd should leave the outer door of the restroom open. If a child is over the age of three, the shepherd should check the restroom before the child enters it and then wait outside.

3. Appropriate touch

Appropriate touch is part of a healthy ministry. These are the following guidelines for when, where and how to use appropriate touch. These are also the guidelines for actions you as a shepherd should never take.

A Using good judgment, the following are appropriate ways to touch kids:

- An arm around the shoulder
- Carrying small children piggy-back
- Short congratulatory or greeting hugs
- A brief, assuring pat on the back or shoulder
- Handshake and high-fives
- Sitting a young child (less than 5 years old) on leg or lap in a lighted room with two or more adults present.

B The following is classified as inappropriate touch

- Kissing a child
- Demanding hugs
- Initiating full-on hugs
- Sitting a child in the center of your lap, in a darkened room or when no other adult workers are present

C NEVER:

- Touch a child in disgust or anger
- Touch a child in any manner that may be construed as sexually suggestive
- Touch a child between the bellybutton and the shin
- Touch a child's private parts

4. Taboo topics

Certain topics of discussion are best left to parents and their children. If you have a question about the propriety of discussing one of these topics, speak with the Children's Pastor/Director. The following are topics that are best left for parents to discuss with their own children:

- Human sexuality or reproduction
- Female menstrual cycle
- Drugs, alcohol, or other questionable behavior before salvation.

Approved sexual awareness discussion may be conducted from time to time, when parental consent has been given.

5. Open door policy

If a door does not have any windows or allow visibility through it, shepherds must keep classroom doors open at all times for safety and accountability measures.

ATTENDANCE

CBC takes the obligations to its children seriously. Attendance is one of the important obligations and shepherds must abide by these guidelines.

1. Arrival

Shepherd must arrive half an hour prior to the event at which they are serving.

2. Departure

Shepherds must remain at the children's ministry event until a parent has picked up the last child, and the classroom has been cleaned.

3. Notification

Shepherds must call the Children's Ministry Pastor 24 hours prior to an event to inform them of their absence.

ELECTRONICS

By taking part in Central Kids events in the preschool and children ministry, you are agreeing to have yourself and/or your child (or children) photographed. These photographs are regularly shared on social media platforms and the church website (www.connect2central.com).

...

SUNDAY MORNING EXPECTATION

Sunday morning is CBC's primary time to serve the children. On Sunday mornings, volunteers must adhere to these expectations:

Toddler's Room

In the toddler's room, shepherds must meet these expectations:

1. Check in policy

Children will be checked in at the appropriate location and given a name tag. For preschool children, parents are given a check-in receipt and paging device to take with them.

2. Age requirement

Unless the Children's Ministry Pastor grants express permission, shepherds must be at least 12 years of age to volunteer in the toddler's room.

3. Diaper changing procedure

Only female shepherds are permitted to change a toddler's diaper (other than the child's parents).

4. Room clean-up policy

It is the responsibility of the shepherds/volunteers to disinfect and put away all toys and equipment used in the toddler's room.

5. Allergies

It is the parent's responsibility to inform the caregivers in the toddlers' room of any allergies that their child has.

6. Check out policy

A child may not be released unless an approved person is there to pick up, which corresponds to the registration information provided. If an adult attempts to pick up a child without being an approved person according to the child's registration, the Children's Pastor/Director must be notified to make the decision to release a child.

Preschool Area

In the preschool area, volunteers must meet these expectations:

1. Check in policy

Children will be checked in at the appropriate location and given a name tag. For preschool children, parents are given a check-in receipt and paging device to take with them.

2. Age requirement

Unless the Children's Ministry Pastor grants express permission, shepherds must be at least 12 years of age to volunteer in the preschool area.

3. Diaper changing procedure

Only female shepherds are permitted to change a child's diaper (other than the child's parents).

4. Room clean-up policy

It is the responsibility of the shepherds/volunteers to disinfect and put away all toys and equipment used in the toddler's room.

5. Allergies

It is the parent's responsibility to inform the caregivers in the preschool area of any allergies that their child has.

6. Check out policy

A child may not be released unless an approved person is there to pick up, which corresponds to the registration information provided. If an adult attempts to pick up a child without being an approved person according to the child's registration, the Children's Pastor/Director must be notified to make the decision to release a child.

7. Bathroom policy

Parents should encourage their children to go to the restroom prior to class. If a child must use the restroom, an adult must accompany a child to the restroom. While the child is using the facility, the adult must wait outside for the child or the two teachers must take an entire class to the bathroom at the same time.

8. Transfer of children

Children should be taken to another program or classroom in an orderly fashion. Children should be counted prior to leaving one area as well as upon arrival at a new area.

Grade K – Grade 5

In the Grade 1-7 area, volunteers must meet these expectations:

1. Age requirement

Unless the Children's Pastor/Director grants express permission, volunteers must be at least 14 years of age to volunteer in the Children's Ministry.

2. Check out policy

Parent must pick up children following an event. A child is NOT allowed to leave alone. A child is NOT allowed to leave with another parent unless provision has been made prior to event. Siblings are NOT allowed to pick up a child.

3. Bathroom policy

Parents should encourage their children to go to the restroom prior to class. If a child must use the restroom, an adult must accompany a child to the restroom. While the child is using the facility, the adult must wait outside for the child or the two teachers must take an entire class to the bathroom at the same time.

4. Transfer of children

Children should be taken to another program or classroom in an orderly fashion with one teacher monitoring the front of the line and another monitoring the back of the line. Children should be counted prior to leaving one area as well as upon arrival at a new area.

SECURITY

Please follow these rules to make sure our children are safe:

1. Stranger in the hall

Only parents, children's ministry shepherds/volunteers, church staff, children, and other approved persons are allowed in Children's Ministry rooms/areas. All other adults (including any other church members) should remain outside these rooms/areas. If there are any questions or concerns associated with a stranger in the area, a staff member should be notified immediately to question the stranger.

2. Child custody issue

Due to the nature of child custody laws, volunteers must act diligently in making sure the correct people are picking up their children. Please be aware that only parents with custody of their child may pick up the child. If there are any questions regarding this procedure, please reach out to the Children's Pastor/Director.

EMERGENCY PROCEDURE

In case of an emergency, do the following:

1. Medical concerns

Immediately report any medical needs or concerns to the Lead or Children's Pastor/Director. The notified person will decide if emergency numbers should be called. Only volunteers who are qualified in first aid may administer it, under no circumstances may any person administer medication to a child. Bandages may be administered for minor cuts/abrasions or ice packs for bumps. If a child needs medication, the parent must administer it.

2. Fire

The first priority in any case of a fire is that all children and volunteers' safety is maintained. Trained Children's ministry leaders will then attempt to extinguish the fire to prevent a further fire hazard. In the event of a fire, shepherds are asked to lead children from the building through the nearest marked exit. Please stress the following rules:

- Absolutely no talking
- Absolutely no running

- Follow the teacher's lead

3. Missing child

In the event that a child is missing the Children's Pastor/Director AND Leads should be notified. The Children's Pastor/Director should then notify the security team to continue the search, notify the parents, or increase church awareness. All should remain calm and rational while moving in as timely a manner as possible.

4. Contagious illnesses

No child who is ill with a contagious illness will be allowed into the children's church, toddlers' room, or any other ministry areas . **Children should be excluded from the children's church for the following:**

- Illness that prevents your child from comfortably participating in program activities.
- Free of any fever for 24 hours without medication.
- Any of the following signs suggesting severe illness, fever, lethargy, irritability, persistent crying, signs of difficulty in breathing, or other manifestations of possible severe illness.
- Vomiting (2 or more times) or experiencing diarrhea in the previous 24 hours.
- Rash accompanied by fever at this time.
- Drainage or redness that could possibly be considered conjunctivitis ("pink eye") at this time.
- Head lice or scabies.
- Chickenpox, measles, mumps, tuberculosis, pertussis ("whooping cough") and hepatitis A until deemed noninfectious by your doctor.
- Impetigo, until 24 hours after treatment has been initiated
- Streptococcal pharyngitis ("strep throat") until 24 hours after treatment has been initiated
- All other diseases/illnesses that would prove detrimental to the child being present at the event or prove detrimental to others at the event

5. Infectious Disease Policy

Remember that blood, vomit or other bodily fluids are potentially hazardous to the health of individuals coming into contact with them.

When dealing with a situation that involves bleeding, vomiting, etc., do the following:

- Put on disposable gloves before touching any bodily fluid. Gloves are kept in the cupboard in each classroom.
- Isolate yourself and the children from the bodily fluid.
- Deal with wounds and/or lesions using standard first-aid procedures.
- After dealing with the immediate problem, notify the Lead who will then notify the facilities team.
- Remove gloves without touching bare skin to the outside of the glove. Dispose of gloves into the trash.
- Wash hands thoroughly.

All 'mouthed' toys in the toddler's room must be disinfected.

PARENT INVOLVEMENT

Volunteers must follow these guidelines in notification of parents:

1. When to call a parent

A parent should be called from the worship center by the Lead in the event that the child is completely inconsolable (after twenty minutes of care) or a danger to himself or other children.

2. Teacher initiated discipline issue

In the event of a teacher-initiated discipline situation, the shepherds should contact the Children's Pastor/Director to set up time to discuss the incident. Shepherds must not carry out any form of physical discipline. The Children's Pastor/Director will then notify the parent to discuss the appropriate action to be taken regarding the incident. It is left to the Children's Pastor/Director to bring in the shepherd to further discuss the incident and appropriate measures to be taken.

DISCIPLINE

Physical discipline, such as spanking, is never permitted. Using physical restraint to prevent a child from doing something disruptive or dangerous is permitted and may, in some instances, be necessary. Affirmation and encouragement is always encouraged. When in doubt, please notify the Lead so they can find the appropriate parent/guardian.

Follow these rules regarding discipline:

1. Consistency

Maintain consistency in handling discipline problems. Discipline must be consistent to be effective. Do not threaten a consequence unless you intend to follow through. At the beginning of class, remind your class of the guidelines.

2. Response

Make a prompt and personal response to inappropriate behavior. Correct a behavior the first time and every time.

3. Resolution

Seek both a resolution and reconciliation.

4. Reward

Acknowledge and reward positive behavior. Encourage children who are behaving and following the rules.

6. Plan

Plan your lessons thoroughly. Often the best deterrent to a discipline policy is a well-planned class.

7. Pray

Above all else, pray for your class and your patience consistently.

8. Discipline Steps

If discipline is warranted, it is appropriate for you to modify the child's seating location, play area, etc. Discuss with the child why they are being disciplined and remind the child that he/she needs to be obedient. For continuing behavioral issues, a two-strike system of the following is acceptable: 1) give the child their first formal warning (strike one); 2) notify the Lead and/or Children's Pastor/Director who will ensure the parent/guardian is notified (strike two). An incident report will also be filled out. All necessary measures beyond this will be communicated and arranged with parents/guardians.

Incident Reporting Procedure

An incident report will be kept available. Any incident (discipline or injury related) that takes place during a children's service must be recorded in a completed incident report. The teacher must record the date, child involved and must sign next to the incident report. Separate reports for both children and employees will be utilized.

CLASS SIZE/RATIO

CBC will strive to adhere to these class size ratios (per NAEYC Teacher/Child Ratios):

For ages birth to 15 months:

One volunteer per three infants (group size of six or less infants). One volunteer per four infants (group size of seven infants or more).

For ages 12 to 28 months:

One volunteer per three toddlers (group size of six or less toddlers). One volunteer per four infants (group size of seven infants or more).

For ages 21 to 36 months:

One volunteer per four toddlers (group size of eight or less toddlers). One volunteer per five toddlers (group size of nine to eleven toddlers). One volunteer per six toddlers (group size of twelve toddlers or more).

For ages 30-48 months:

One volunteer per six children (group size of twelve or less children). One volunteer per seven children (group size of thirteen to fifteen children). One volunteer per eight children (group size of sixteen or seventeen children). One volunteer per nine children (group size of eighteen or more children).

For ages 4 years old:

One volunteer per eight children (group size of seventeen or less children). One volunteer per nine children (group size of eighteen to nineteen children). One volunteer per ten children (group size of twenty or more children).

For ages 5 years old:

One volunteer per eight children (group size of seventeen or less children). One

volunteer per nine children (group size of eighteen to nineteen children). One volunteer per ten children (group size of twenty or more children).

For Kindergarteners:

One volunteer per ten children (group size of twenty or less children). One volunteer per eleven children (group size of twenty-one to twenty-three children). One volunteer per twelve children (group size of twenty-four or more children).

RESOURCES USED IN CHILDREN'S MINISTRY

The Children's Ministry Director must approve the curriculum used to instruct the children. A copy of the curriculum will be kept on file with the children's staff members and will be accessible to the parents.

The Children's Ministry Pastor must approve any media material such as videos, PowerPoint presentations and other media before they will be shown to the children.

CONTINUING EDUCATION

Continuing education is an important and required step in fulfilling the responsibility of a shepherd.

1. Training

Each volunteer shall attend training sessions/seminars as opportunities are offered. There must be at least one children's ministry team member present at all times who are qualified in first aid. All shepherds must also complete annual CPR and sexual abuse (CPT) training.

2. Meetings

Every volunteer and teacher will be expected to attend scheduled Preschool or Children's Ministry meetings.

Appendix A: Preschool Personnel Policy

Principal Function: The Preschool Personnel is to provide child care in a loving, Christian manner and to provide a safe environment for preschoolers (birth through kindergarten).

Supervisor: The Preschool Personnel is responsible to the Preschool Leads and the Children's Director.

Responsibilities:

- 1) Give loving Christian care to Preschoolers.
- 2) Come to work with a positive attitude.
- 3) Must be responsible for arriving at work on time.
- 4) Must arrive and be prepared to receive preschoolers thirty minutes prior to any scheduled event unless otherwise notified. This gives you the time to look over the curriculum before children arrive. It is also time for you to supply your room.
- 5) Must submit any notices for time off directly to the Preschool Leads or Children's Director at least one week in advance.
- 6) Water is the only drink allowed in the classrooms.
- 7) Cell phone usage is not allowed in the classrooms.
- 8) School age children will not be allowed in the preschool suite while church wide activities are going on. The only time school age children will be allowed in preschool is when no church activities are going on.
- 9) It is important that you are in your assigned room when the first child comes and remain in your room until the last child leaves. If you need anything you can let the on-duty Preschool Lead know and she will get it for you. Do not leave your assigned room.
- 10) Every time that you are in the Preschool, there is a curriculum to use. It is of most importance to use the curriculum. CBC Preschool is about shepherding children to Christ through actions and teachings.
- 11) A star card must be filled out on every child at each session.

12) After all children are dismissed, you must disinfect your room. This includes wiping off the tables, chairs, countertops and all of the toys in your room. You will also be responsible for emptying the trash from your room.

13) It is your responsibility to report any serious behavior to the on-duty Preschool Lead.

14) Before leaving the preschool, please check with the on-duty Preschool Lead.

Whatever you do, work at it with all your heart, as working for the Lord, not for men. Colossians 3:23

Train up a child in the way he should go; even when he is old he will not depart from it. Proverbs 22:6

Let us all resolve to glorify God and point to Jesus in all places and at all times- whether we are at church or not at church! *God has placed us in these children's lives to be Christ in the world before them.*

Preschool Teacher

Preschool Lead

Children's Director

The 7 I Cans | Central Kids

- **I can be respectful!**

Show proper respect to everyone. Love the family of believers. Have respect for God.

1 Peter 2:17

- **I can be forgiving and ask for forgiveness!**

Be kind and tender to one another. Forgive one another, just as God forgave you because of what Christ has done.

Ephesians 4:32

- **I can be quick to listen and slow to speak!**

My dear brothers and sisters, pay attention to what I say. Everyone should be quick to listen. But they should be slow to speak. They should be slow to get angry. Human anger doesn't produce the holy life God wants.

James 1:19-20

- **I can be honest!**

So each of you must get rid of your lying. Speak the truth to your neighbor. We are all parts of one body.

Ephesians 4:25

- **I can do my best!**

Work at everything you do with all your heart. Work as if you were working for the Lord, not for human masters.

Colossians 3:23

- **I can have a good attitude!**

Do everything without complaining or arguing. Then you will be pure and without blame. You will be children of God without fault among sinful and evil people. Then you will shine among them like stars in the sky.

Philippians 2:14-15

- **I can speak kindly and encouragingly!**

Don't let any evil talk come out of your mouths. Say only what will help to build others up and meet their needs. Then what you say will help those who listen.

Ephesians 4:29