



Preschool Praise Policies & Procedures

Preschool Praise is a class of combined two and three year olds. This is a wonderful age that each child begins to explore his/her individual independence and boundaries. With these changes also come some challenges for all of us as parents and leaders of your children's church classes. It is our hope as leaders of Preschool Praise to work along side the parents/guardians of each child, to raise up respectful, God-loving children. In order to maintain a safe, fun, and healthy learning environment for leaders, volunteers, and each child, the following policies and procedures will be as follows. It is vital that all volunteers and parents understand the policy and the purpose behind the policy.

- All children must be checked in and out of Preschool Praise. Our Checkpoint system is a form of communication between both the parents/guardians and all the volunteer team members. It is important that the parent/guardian check in at our Checkpoint table in the foyer. The parent/guardian needs to be the adult responsible for checking in and checking out the child. Upon checking the child in, hand the teacher the name tag that is printed for you and put one name tag on the child's back. Pagers will be available for guests or new graduates to the class if you would like one. It is common for children to go through attachment phases in this age group. Please do not release the child to anyone that does not have the matching numbered security label from Checkpoint.

Purpose: The Checkpoint system is a communication tool for our team members. The labels allows us to keep a proper head count of class totals and matches children to parents/guardians for pick up time and in case of emergency or needed assistance with discipline or emotional issues. The pager is a tool for us to use with new students or new graduates so that we may discretely call for the parent/guardian to come assist with any discipline or comfort issues encountered during class time. We will allow an approximate 10 minute cry period. If by this time we are not able to comfort or calm the child, the parent/guardian will be paged.

- **Class Schedule:** Upon dropping your child off, they will spend approximately 15-20 minutes playing together in the Playland. After playtime, children go to Room 210 for a short Bible story followed by songs and prayer. After group time, children engage in several different play activities of which they are free to choose. These include coloring a page that corresponds with the Bible story lesson, puzzles, legos and many other play activities.

This typical routine is changed at times during the Holidays when we sometimes do a fun craft, or during the summer when we are blessed with a beautiful afternoon in which we take the opportunity to just have an outside play day, or if we are short staffed with volunteers.

- **Sick children/Volunteers** may not be signed into Preschool Praise. If a child/volunteer has a fever, or has had one in the last 24 hours, is on medication, has suffered vomiting, diarrhea, or has cloudy or green discharge from their nose, please keep the child in your care. If you are a volunteer, please find a replacement for your scheduled time and call the schedule coordinator so she may make changes to the master schedule.

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Purpose: The wellness of each child left in our care is a priority. Children/ Volunteers who are sick present a health risk to the entire Preschool Praise environment. We want to ensure all parents/guardians feel comfortable and confident leaving their children in our care.

- **Discipline:** All children of this age group will go through different phases of discipline issues. Unacceptable expressions of behavior during class time will be dealt with promptly as follows. The class leader or adult volunteer will take the individual child/children involved in the offense aside from the group and:
 - Give a warning and explain what he/she has done wrong
 - Remind him/her what the right response is to the situation
 - Remind him/her that we are all friends in the class and that God wants us to love and treat each other as we would treat ourselves, NICELY
 - Make the responsible child apologize for the offense
 - Carry out a 2-3 minute timeout if necessary at the discretion of the adult dealing with the issue. One minute of time out will be given for each year of age of the child.

A child with behavioral issues that harmful to the other children or volunteers such as biting, hitting, kicking, pulling hair, pushing, or throwing objects, will be given a warning and the above steps will be followed, as well as communication to the parents. If these harmful issues continue, we will ask the parent/guardian to volunteer his/her time in the classroom to help discipline the child through the behavioral phase. If the problem is not corrected after this step, we kindly ask you to keep your child in church with your for a two week period as a teaching consequence and learning experience as to what happens when you don't follow the rules. Biting will be the one exception to these standards. Biting can be a harmful health issue, therefore a warning will be given to the child and parent after the first offense and if the second offense occurs, we will then request a two-week period of taking the child to church as a teaching/learning consequence.

Purpose: These guidelines are in place for the health and safety of the children and the volunteers. They help maintain structure and a positive learning environment as well as teaching tools to proper behavior and consequences to misbehaving. Again, all children will encounter discipline issues. Notification to the parents/guardians allows us to keep an open form of communication to work together on loving and guiding the child through the issue to an appropriate behavior. Youth volunteers will be asked to take all issues to an adult.

- **Potty use and Potty training:** ***Please potty your child before dropping him/her off to class. As stated before, this is an age group of many wonderful independent changes. Potty training is a challenging but necessary step that we will be experiencing together. Due to safety, cleanliness, and volunteer availability, we must set some guidelines for these matters. Please give a verbal notification to the class leader that you are potty training. You also need to verbalize to your child in the presence of the leader that they need to tell Mrs. or Mr. Leader when they need to use the potty. We will assist your child to the restroom. Two people must attend the restroom with any child.

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If you are just beginning this process or if the child takes issue with verbalizing to others his/her need to use the potty, we ask that you please send your child to class in a pull-up or diaper. If an accident occurs, we will promptly take measures to clean up the child and the playing environment as well. If an accident occurs inside the playland structures, all children need to be removed from the playland. The playland needs to be locked down and church staff need to be notified of the cleaning issue.

Purpose: We ask that the above guidelines be respected to help ensure cleanliness in the playing environments, protection for the child and volunteers while assisting in the restrooms, and to eliminate volunteer disruption to the class schedule. If accidents happen for two consecutive weeks or on a frequent basis, we will kindly ask that you send your child to class in a pull-up or diaper for an extended period. This can be a delicate issue so we ask that all parties involved be as respectful and understanding as possible when confronted with such a request.

- **Background Checks:** All volunteer team members and leaders willingly submit applications so they can be screened for a background check.

Purpose: This is just another way we can reach out and offer the safest environment for each child in Preschool Praise as well as offering peace of mind to each parent who leaves their child in our care.

- **Volunteering:** It is a privilege and a gift to have a loving, Godly environment to leave your child in so that you may enjoy a peaceful sermon. As you are able to grow in your walk through the uninterrupted message at church, we ask that you remember the gift you have been given and consider reciprocating that gift back through your time as a volunteer. The Preschool Praise department would not function without the dedicated and committed devotion of some very faithful volunteers. To make this work load lighter and more enjoyable, we remind you to prayerfully consider volunteering in your child's class. Typically, this would require a service from you once every 5-7 weeks. Volunteers assist leaders in maintaining a fun and safe environment. You will not be asked to sing, dance, or lead any lessons. We promise you will grow from such an experience and will be setting a wonderful example to your child. All we ask is that you try it. If it is beyond your God given gifts, we will gladly remove you from the rotation. We have a Volunteer Registration form available upon request. If you feel led to offer your time, please fill one out and return it to a class leader.

Thank you for being involved in raising up your child in the ways of the Lord. Your Preschool Praise Team looks forward to getting to know you and your child. If you have any questions, concerns, requests, or suggestions, please contact Sarah Ratkowski at 257-1417 or ratkowski.sarah@gmail.com or see your class leader before or after class for immediate needs.

Many Blessings,

Sarah Ratkowski

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