



Preschool Ministry Policies and Procedures

Statement of Purpose: Dayton Avenue Baptist Church seeks to provide a safe and secure environment for the children who participate in our programs and activities. By implementing the practices listed below, our goal is to protect the children of Dayton Avenue Baptist Church from incidents of misconduct or inappropriate behavior while also protecting our staff and volunteers from false accusations.

I. Selection for Volunteer Workers

Anyone who desires to work with the children in our preschool department will be screened according to the following procedures:

A. 6-Month Rule

No volunteer will be considered for any position involving contact with minors until he or she has been involved with Dayton Avenue Baptist Church for a minimum of six (6) months. This time of interaction between our leadership and the applicant allows for better evaluation and suitability of the applicant for working with children.

B. Written Application

All persons seeking to work with children must complete and sign a written application supplied by the church and submitted to the pastoral staff. The application will request basic information from the applicant and will inquire into previous experience with children, previous church affiliation, references and employment information, as well as disclosure of any previous criminal convictions. The application form will be maintained in confidence on file at the church.

C. Reference Check

Following careful review of the application, Dayton Avenue Baptist Church may contact the references listed on the applicant's application.

D. Personal Interview

Upon completion of the application and reference check, a face-to-face interview may be scheduled with the applicant to discuss his/her suitability for the position.

E. Background Check

Following a successful application review, reference check, and interview, a nationwide criminal and civil record check will be conducted.

F. Membership Status

Any preschool teacher or department coordinator must be a member at Dayton Avenue Baptist Church in order to ensure doctrinal and methodological continuity. Non-members may serve as helpers in cooperation with existing teachers in the preschool department.

G. Teenage Workers

We recognize that teenagers under 19 may desire to serve in the preschool department and assist in the care of children. The following guidelines apply to such workers:

1. Teenage workers must be at least 12 years old.
2. Teenage workers must be screened as specified above.
3. Teenage workers must be under the supervision of an adult and never left alone with the children.

II. Nursery/Classroom Procedures

A. "Two-Adult" Rule

It is our goal that a minimum of two unrelated adult workers will be in attendance at all times when children are being supervised during our programs and activities. If circumstances demand that one adult leave the room (to find a parent, prepare a snack, etc.) in these instances, doors to the classroom should remain open and there should be no fewer than three students with the adult teacher. We do not allow minors to be alone with one adult on our premises or in any sponsored activity.

B. Check-In/Out Procedures

For children in the Preschool Department a security check in/out procedure will be followed. The child will be signed in by a parent/guardian at the registration desk and the parent/guardian will be given a security tag or pager for each child dropped off. The parent/guardian must then present the security tag/pager at the child's classroom in order to pick up their child. In the event that a security tag/pager is lost please contact The Associate Pastor who will be responsible for releasing the child to the parent/guardian after discussing the situation with them.

C. Discipline Policy

It is our policy not to administer corporal punishment, even if parents have suggested or given permission for it. There should be no spanking, grabbing, hitting, or other physical discipline of children. The only exception to this would be the restraint of a child who is in danger of harming him/herself or others in which case the restraint should be done carefully and only as long as absolutely necessary. If a child is being disruptive we may temporarily remove him/her from the others in the class or if further discipline is needed then contact will be made with the parent. Workers should consult with The Associate Pastor if assistance is needed with disciplinary issues

D. Diaper-Changing Policy

Special care is taken with diaper changing and disposal:

1. Only women will change diapers.
2. Wash your hands and put on latex gloves.
3. Place clean disposable diaper on the changing surface.
4. Remove the soiled diaper and wipe child's bottom from front to back with diaper wipes until clean. Do this in order to prevent urinary tract infections. (Pay particular attention to and cleanse the skin creases.)
5. Place soiled diaper and gloves in diaper trash.
6. Disinfect the changing area with Clorox wipes.
7. Wash your hands with soap and water!!

E. Sick Child Policy

It is our desire to provide a healthy and safe environment for all of the children in our preschool department. Parents are encouraged to be considerate of other children when deciding whether to place a child under our care. In general, children with the following symptoms should NOT be dropped off:

- Fever (100 or above), diarrhea, or vomiting within the last 48 hours
- Green or yellow runny nose
- Undiagnosed rash
- Eye or skin infections
- Other symptoms of communicable or infectious disease (such as head lice, open sores or coughing)



Children who are observed by our workers to be ill will be separated from other children and the parent or guardian will be contacted and asked to pick up their child.

F. Restroom Guidelines

All of our preschool classrooms are equipped with at least one restroom to avoid the need to take a child to the restroom. If a child requires assistance, a women worker will prop open the bathroom door as he/she assists the child (no men or teen boys) will assist children in the bathroom). Every effort should be made to protect the child's privacy while still providing an environment of accountability for the preschool worker. For the protection of all, workers should *never* be alone with a child in a bathroom with the door closed and never be in a closed bathroom stall with a child. Parents are strongly encouraged to have their children visit the bathroom prior to each class. Only women will assist children with dressing (snaps, buckles, etc.).

G. First Aid and Medical Attention

In the event that a child or youth is injured while under our care, the following steps should be followed:

1. All workers will wear latex gloves when assisting with minor injuries.
2. For minor injuries, scrapes, and bruises, workers will provide First Aid (Band-Aids, etc.) as appropriate and will notify the child's parent or guardian of the injury at the time the child is picked up from our care.
3. For injuries requiring medical treatment beyond simple First Aid, the parent and/or guardian will immediately be summoned in addition to one of the pastors. If warranted by circumstances, an ambulance will be called.
4. Once the child has received appropriate medical attention, an incident report will be completed in the case of injuries requiring treatment by a medical professional.
5. Volunteers will NOT administer ANY medication. Parents will administer medication.

H. Emergency Plan

All teachers and helpers should observe the location of the nearest fire extinguisher in the preschool hallway and read the instructions on how to use it. In case of fire or any emergency requiring the evacuation of the children they should follow the emergency evacuation plan posted inside the classroom by the doorway. Nursery workers should place infants and toddlers into the nursery cribs and then take them out the exit door located in the nursery. In the event of a tornado classes should quickly move to the hallway of the main building (the old preschool wing) keeping the children calm and having them sit on the floor with their heads down. Teachers are ultimately responsible that all the children are evacuated quickly and safely and they will stay with the children until the parents pick them up.

The ushers at DABC will assign one person to carry a pager for each service. The nursery workers will notify an usher in case of emergency or special need.

An adult Sunday School class will be assigned to "cover" the nursery in case of an emergency that might require an exit from the building. Should the need arise to quickly exit the building due to an emergency situation, the assigned adult Sunday School class will move quickly to the nursery and assist with moving babies and children outside the building to an assigned safe place.

I. Reporting Abuse/Misconduct

Because it is the church's duty to protect and supervise the children in our care at Dayton Avenue Baptist Church, any suspected abuse or misconduct will be reported to the Nursery Coordinator or Sunday School teacher who shall report to the Senior or Associate Pastor according to the following procedures:

1. The parent or guardian of the child will be notified.
2. The worker alleged to be the perpetrator of the abuse or misconduct will immediately be placed on leave from working with children pending an investigation.
3. Our insurance company will be notified, and an incident report will be completed.
4. Confidentiality for both the alleged victim and the accused will be observed until advised to the contrary by the senior pastor.
5. We will comply with the state's requirements regarding mandatory reporting of abuse as the law then exists.
6. We will cooperate with any investigation of the incident by state or local authorities. In the event there is no investigation of the incident by state or local authorities, a team will be formed to investigate the circumstances of the incident.
7. The team should act only in consultation with our insurance company and/or attorney.
8. Any person who is not found innocent of the alleged abuse or misconduct will be removed from their position with children or youth.
9. The senior pastor will be the church spokesperson to the media concerning incidents of abuse or neglect, unless he is alleged to be involved. All other workers will refrain from speaking to the media in order to protect the privacy and confidentiality of all involved.

J. Classroom Hygiene

Teachers should make sure that children wash their hands after using the restroom and prior to eating snacks in order to encourage a healthy environment in our preschool department. In the nursery, workers should wear disposable gloves when changing diapers or coming in contact with any body fluids. Hand washing should be regularly practiced by preschool workers for their own health and the well being of the preschool children. Every crib sheet, blanket, and burp cloth is changed before and after each use. All toys are washed, disinfected, and checked to make sure they are not broken. All tables, chairs, doorknobs, and diaper-changing areas are also disinfected. Shoe covers or footie socks are worn by anyone working in the infant, crawler, or early walker rooms. This is to cut down on the dirt brought in on shoes thus enforcing a clean and safe environment.

K. Staffing Pattern

Staff-child ratios will be kept to no more than a 2:9 in the infant nursery. However, a 1:4 ratio is recommended and every effort will be made to maintain it.

III. Guidelines for Parents

A. Pick-Up/Drop-Off Procedure

Parents/guardians may drop off their children at the preschool department by stopping by the registration desk to pick up a security tag/pager. If a child is new, the parent/guardian will be asked to fill out an information card



including contact information, allergies, and special instructions. All of the child's belongings (diaper bag, bottle, sippy cup, etc.) should be labeled with the child's name and this may be done at the registration desk as

well. Parents leaving bottles or baby food with preschool workers should include written instructions concerning when and how the baby should be fed. When the service/activity you are attending is over please promptly come to the preschool wing to pick up your child with the necessary security tag/pager. We ask that you do not send a sibling or relative to pick up the child but that you do so personally. This is to ensure the child's safety as well as to provide the teacher with the opportunity to communicate directly with the parents after the class has concluded.

B. Sickness/Medication

As detailed above, we ask if your child is sick that you do not bring him/her into the preschool class due to the risk of passing that sickness on to other children. If a child shows signs of serious illness while under our care, the parent/guardian will be contacted immediately. It is our policy not to administer either prescription or non-prescription medications to the children under our care. Medications should be administered by a parent at home. Exceptions to the medications policy may be granted to parents of children with potentially life-threatening conditions (such as asthma or severe allergic reactions). Parents of such children should address their situation with the child's teacher to develop a plan of action.

C. Snacks/Allergies

During the care of your child a light, nutritious snack will be served for most services and activities. If your child has any food allergies please notify the teacher and possibly provide a snack for your child if it is a particularly common ingredient (i.e. wheat). If you do not wish for your child to have a snack, please inform the teacher of your preference.

Questions/Concerns

If you have any questions or concerns pertaining to your child's care or the policies and procedures for preschool care at Dayton Avenue Baptist Church please contact the Children's Director at (937) 376-8223.

Only the Children's Director or Pastoral Staff can make exceptions to the above listed guidelines.