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# Preschool Policies & Procedures

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Putnam City  
Baptist Church

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2020

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We are super blessed at PCBC to have so many young families and precious preschoolers. We consider that not only a blessing but a privilege and a stewardship. At PCBC you will find loving volunteers who have a passion to share the love of Jesus with your children and family. Our Director of Preschool Ministries, Valerie Fisher, does a tremendous job of training and equipping all our volunteers with the highest standards of care. We take very seriously the wisdom of Scripture to pass on the faith from generation to generation. Our prayer is that you and your family will be blessed as you grow in your faith with us here at PCBC!

*Pastor Bill Hulse*

Our desire is to partner with parents to plant seeds of faith. We want all our preschoolers to know that Jesus loves them, and that church is a safe, happy place. We have wonderful, gifted Preschool teachers in each class who teach God's Word, and pray for our children. Our teachers believe that time invested in the life of a preschooler has eternal significance. Thank you for entrusting your children to us.

*Valerie Fisher*

Director of Preschool Ministries

# Putnam City Baptist Church

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## Preschool Policies & Procedures

*Preschool facilities, policies and curriculum are specifically designed for children, birth through pre-kindergarten. Children are promoted in Sunday School around the beginning of the academic school year. Birthdates as well as physical maturity are used to determine a preschooler's department.*

## CHURCH POLICIES

1. All childcare requests for preschoolers must be made through the Childhood Education Ministry Office and approved by the Minister.
2. All childcare for church approved functions will use personnel who are approved by the Director of Preschool Ministries. A minimum of two teachers will be secured for any number of children. A maximum ratio of preschoolers to teachers are as follows: Infants 3:1, Toddlers and One Year Olds 4:1, Two Year Olds 5:1, Three Year Olds 6:1, Four and Five Year Olds 7:1.
3. Preschool facilities may only be used if children are under the supervision of a volunteer teacher or employed teacher secured through the Childhood Education Ministry.

- Childcare for preschool children may be arranged for weddings through the Director of Preschool Ministries at least two weeks prior to the wedding date. See Appendix B for details.
  - Childcare for preschool children may be arranged for funerals through the Director of Preschool Ministries at least 24 hours prior to the funeral. See Appendix B for details.
4. Preschool facilities and teachers are provided without previous request for the following regular activities: Sunday Morning Bible Study, Worship Services and Wednesday night activities during the school year.
  5. Only preschool aged children are allowed in rooms designated for preschool. Any exceptions must be approved by the Director of Preschool Ministries.
  6. Preschool facilities and teachers may be requested for other activities by advance arrangements through the Childhood Education Ministry Office.
    - Requests will be considered for birth through fourth grade with a minimum of three families or seven children.
    - All requests must be submitted on a Calendar Request Form to be approved by the Director of Preschool Ministries at least two weeks in advance.
    - Exceptions may be made by the Minister of Childhood Education or the Director of Preschool Ministries with prior approval.

- If attendance for ongoing childcare requests does not meet the minimum requirement for two consecutive weeks, the need will be reevaluated by Minister of Childhood Education, Director of Preschool Ministries and staff member requesting childcare.
  - Childcare for special church events will be free of charge if the event is free of charge. Events requiring a paid admission or fee will also be required to pay for childcare teachers.
7. When childcare is scheduled for a special activity, a secondary activity may also use childcare but must have prior approval. A person needing secondary church activity childcare should contact the Childhood Ministry Office with as much prior notice as possible. Director of Preschool Ministries will determine availability.
  8. Preschool facilities will not be available on Saturday except for church-wide activities. The Director of Preschool Ministry must approve exceptions.
  9. All activities requiring childcare must conclude by 9:30pm unless exception is approved by the Minister of Childhood Education.
  10. The Alternate Childcare Voucher Program provides away-from-church care allowing parents to arrange for a sitter in their home for their children with the church paying hourly minimum wage for three hours or less, or an agreed upon flat fee for services rendered. Use of this program must be pre-approved by the Director of Preschool Ministries.

- When a church activity is not church-wide in scope, is not held in the church facility, or does not involve at least seven children coming from three or more families, the Director of Preschool Ministries may elect to use the Alternate Childcare Voucher Program.
- Childcare may not be available for activities or events which call for the participation of all employed teachers.

## PERSONNEL POLICIES

1. The Director of Preschool Ministries is responsible for selecting all preschool personnel. Employed teachers must be at least \*eighteen years of age. (\*Exceptions to this policy may be made for teens who actively participate in Student Ministry, as well as serve in Preschool/Children's Ministry on a regular basis. These teens must be endorsed by the Minister to Students, and approved by the Director of Preschool Ministries, and the Minister of Childhood Education. All teens will be placed with an adult teacher.) All new teachers, both employed and volunteer, will be given the opportunity of serving with an experienced teacher when possible, before assuming leadership responsibility.
2. For the safety of the preschoolers, personal cleanliness is required. Teachers should be in good health. To be hospital clean is our ideal. Wash hands when entering the room and frequently while teaching.

3. Teachers should be in their rooms, prepared to accept children, fifteen minutes before the announced time of meeting. If the meeting is not held in the church facility, sufficient time will be allowed for parents to reach their destination.
4. All teachers are expected to take advantage of training and planning meetings to help them do their best during teaching opportunities.
5. Volunteer teacher requirements:
  - Be a church member or regularly attend a small group for a minimum of at least six months.
  - Give permission to conduct a background check.
  - Give written acknowledgment of “*Preschool Policies & Procedures*” reviewed and accepted.
6. Employed teacher requirements:
  - Submit to an interview.
  - Complete an application form, W2, and I9.
  - Give permission to conduct a background check.
  - Give written acknowledgement of “*Preschool Policies & Procedures*” reviewed and accepted.
7. Teachers in Younger Preschool classrooms will avoid wearing items that would injure (scratch, choke, etc.) a child while being held. All teachers should avoid wearing perfumes and other strong scents that might cause allergic

reactions in preschoolers. Smocks will be provided when necessary.

8. It is the teacher's responsibility to understand definitions of abuse, be aware of symptoms of abuse, and immediately report suspicions to Minister of Childhood Education or Director of Preschool Ministries. (see Appendix A)

## CLASSROOM PROCEDURES

1. For the safety of our children only preschool teachers and their subs are allowed into the preschool rooms. (This restriction includes older children of teachers, unless special approval is granted by Director of Preschool Ministries.)
2. Preschool teachers are required to take extra measures in keeping preschool facilities clean and safe.

### Hand Washing

1. Teachers should thoroughly wash hands when first arriving, before handling food or bottles, after each diaper change, after handling any bodily fluid (including tissues), after assisting with toileting, after using the restroom, and after cleaning up.



2. Wash hands with running water and soap. Wash front and back of hands for fifteen to thirty seconds. Use disposable towel to dry hands then use to turn off faucet.
3. Toileting and Diaper Changing
  - After a toilet is used, it is the teacher's responsibility to empty potty chairs and surface wipe seats wearing gloves and using disinfectant. Potty chairs will be power washed and sanitized by custodial staff.
  - Before changing a diaper, a teacher should collect all necessary supplies, put on gloves, and take the following steps:
    1. Talk with the child about what you are going to do.
    2. Place the child on a clean surface. Never turn away from a child on a changing table.
    3. Remove the wet or soiled diaper and place in plastic bag.
    4. Use a moistened towelette to clean the diapered area, wiping from front to back. Place towelette with soiled diaper. Knot plastic bag and place in trash.
    5. Put clean diaper on child and remove child from changing table.
    6. Wipe down changing area thoroughly with Clorox wipe.
    7. Remove gloves and place in trash.
    8. Wash hands thoroughly.
4. Toys
  - Only toys that can be disinfected should be used in classrooms.
  - Items that children place in their mouths should be immediately cleaned with disinfectant. Large toys should be surface

wiped or sprayed with disinfectant after room is used.

- Play dough should be dated and should be replaced frequently. Children should wash hands before and after use.

#### 5. Room and Equipment

- Tabletops should always be kept clean. Tables and counter tops should be cleared and scrubbed after a room is used.
- Doorknobs, light switches, crib rails, mattresses, and gates should be disinfected after a room is used.
- During teaching time keep floors clean of spills and food.
- In the event of a bodily spill, gloves should be worn while cleaning. Teachers should secure the area, and custodians should be notified immediately.
- At the end of the teaching time, place clean sheets on all cribs used. If infant carrier has been placed on crib sheet, sheet is considered soiled and should be changed.
- Any crib sheet, towel, blanket, or smock that has been used should be left in a basket in the preschool laundry room placing a “dirty” tag on top.
- At the end of the teaching time, trash bags should be knotted and left inside the room next to the trashcan.

## Foods and Medication

1. Precautions should be taken when any liquid is around children. Hot liquids must have a lid and be kept out of child’s reach.

2. Teachers are not allowed to administer oral medication. Topical medication may be administered at the written request of the parent or guardian.
3. Sunscreen is to be administered by parents before children are left with teachers.
4. Outside food is not permitted in rooms without prior approval and should be enough for the entire class to share.

## Allergies

- If your child has a food or other allergy, please use the Allergy Alert sticker provided at check in to alert your child's teacher.
  - Regular Classroom teachers will make themselves aware of any food allergies a child may have. If severe allergies exist, an "Asthma & Food Allergy Action Plan" form should be completed by parents and posted when necessary. Please note, many of our classrooms have rotating volunteers who may not be aware of your child's allergy. Parents should ensure that the teacher is aware of any allergy at drop-off.
  - Prior to first child's arrival, teachers should post "Allergy Alert" signs at door when foods will be offered during teaching, listing what food will be offered.

## Curriculum

1. Planned lessons and activities will be used for toddlers and older when childcare is offered for ongoing adult activities. Curriculum will be determined by the Director of Preschool Ministries.

2. Employed teachers will receive guidance in planning activities and will be required to have a lesson plan that includes a suitable Bible based teaching theme.

## Contacting Parents

- Notify the Director of the need to contact a parent if a child exhibits any of the following symptoms: fever of 100 degrees or higher, vomiting, diarrhea, croup, runny nose with yellow or green discharge, unexplained rash or skin infection, boils, ringworm, impetigo, pinkeye.
  - If a child continues to constantly cry for longer than fifteen minutes, teachers should contact the director or minister in charge for consideration of further action.
  - Incident reports should be completed after any occurrence that leaves a mark or requires parental notification. Parents should initial form and receive the bottom copy. Top copy should be given to director or minister in charge.
- b. Children are encouraged to attend the class appropriate for their age. An exception for a first-time guest may be offered when necessary. When making an exception, an older child may be allowed to attend a younger class. Exceptions are not to be made for a younger child to attend an older class. (This exception is not available in Learning Tree classes.)

## POLICIES FOR PARENTS:

### 1. Before preschoolers arrive:

- All items brought must be labeled with the child's name. This includes pacifiers, bottles, blankets, and clothing. If your child uses a pacifier, please help us by attaching the pacifier to his/her clothing using a pacifier clip.
- Bottles should be completely prepared at home (powdered formula pre-measured into a bottle, ready to add water).
- For the protection of all children, do not bring children who have had any of the following symptoms within 14 days: fever of 100 degrees or higher, vomiting, diarrhea, croup, runny nose with yellow or green discharge, unexplained rash or skin infection, boils, ringworm, impetigo, pinkeye.

### 2. When preschoolers arrive:

- For the safety of all preschoolers, and in order to maintain a sanitary environment, only teachers and directors are allowed in

classrooms. Parents and siblings should say goodbye at the door.

- Do not bring:
  - Toys from home (including electronics)
  - Food (except bottles for infants)
- Do label and bring:
  - Diapers and Pull-Ups
  - Bottles and cups with sip lids
  - An extra set of clothes
- Outside food is not permitted in rooms except when events or class times include the lunch hour. Requests for exceptions (for special occasions such as birthdays, or food allergies) should be submitted one week in advance to the Minister or Director in charge.
- Teachers should be made aware of any serious allergies, conditions, peculiarities of feeding, etc.
- Good-byes should be said quickly. Lingering with an anxious child prevents involving him/her in classroom activities.

### 3. While we care for preschoolers:

- Every classroom will have at least two adults in the room with the children.
- Teachers are not allowed to administer oral medication. Topical medication may be administered at the written request of the parent or guardian. Lifesaving allergy medication may be administered according to the *“Asthma & Food Allergy Action Plan”* form completed by a parent or guardian.
- Teachers will make every effort to ensure each child’s safety and happiness. Parents

- will be located and informed if their child cannot be comforted or becomes ill.
- To reduce the risk of Sudden Infant Death Syndrome (SIDS), doctors recommend infants younger than twelve months of age be placed on their back for sleeping. In addition, infants will be removed from car seats and carriers upon arrival. This is our nursery policy. An exception to this policy may be allowed if a parent provides a written request that their baby be allowed to sleep on the stomach. Written request will be placed on file in the office, and a copy will be kept in the baby's classroom.
  - A mother's room is available for nursing mothers in the back portion of the Nursery Suite, room 108B to protect the privacy of our mothers, we ask that only mothers and their infants enter this room.
  - Due to the number of children and space limitations, we are unable to feed solids or baby food. "O" shaped cereal (or similar) will be provided for children in Younger Preschool classes who are allowed to have them.
- B. When preschoolers depart:
- Security policies and procedures will be closely followed.
  - For the safety of all the children in the classroom, parents and siblings should not enter the classroom, but wait at the door to receive their child.
  - Parents are encouraged to come for their preschoolers immediately following the

close of each session. This will alleviate the child's anxiety and allow the teachers to complete their tasks for the session.

- Siblings must be twelve years or older to be able to pick up preschoolers.

## SECURITY PROCEDURES

- C. Only approved preschool personnel are allowed in preschool rooms.
- D. When a preschooler attends a class on Sunday morning:
- E. If exterior doors have been locked for security purposes:
  - Entrance may be gained by notifying a minister, director, or designated security personnel.
  - Teachers may not leave classrooms to allow access.
- F. Procedure in the case of fire or inclement weather alert:
  - Teachers will quickly verify number of preschoolers in classroom, then take preschoolers and roll sheet to a designated safe place. In case of fire, preschoolers will exit building. In case of weather, preschoolers will be taken to inner rooms marked "Weather Shelter."
  - When preschoolers arrive at safe place teachers will take another head count and verify from roll.



- Teachers will remain with preschoolers until all are picked up.
  - In the case of a fire, parents should not go to preschool rooms. Teachers will be responsible for evacuating children.
- G. Procedure in the case of an emergency lock-down:
- A Minister or Director will lock all classroom doors and notify teachers of a “lock down.”
  - Doors and window blinds will be closed and remain closed until an “all clear” is given.
  - Preschoolers should be gathered out of view.
  - A Minister or Director will close fire doors.
  - A Minister or Director will unlock all classroom doors and notify teachers when danger has passed, and all is clear.
- H. Procedure in the case of an accident:
- A teacher should notify a Minister or Director.
  - If preschooler cannot be moved, both teachers should remain in classroom gathering uninjured preschoolers into a far section of the room. When a third adult arrives, two adults should remove uninjured children from the room to a safe place while the third stays with the injured child.

- A Minister or Director will take the following steps.
  - (a) Notify medical alert personnel.
  - (b) Call 911 and ensure emergency treatment is administered.
  - (c) Notify parent/guardian.

# Appendix A

## Policies & Procedures to Reduce The Risk of Abuse to Minors

*Child abuse is defined as harm or threatened harm to a child's health or welfare by a person responsible for the child.*

- **Physical abuse** is a non-accidental physical injury to a minor.
- **Sexual abuse** is any sexual conduct with or exploitation between an adult or care giver and a child or adolescent even if the victim gives consent.
- **Mental injury** is an injury to a child's psychological growth and development. It is caused by a chronic pattern of behaviors, such as belittling, humiliating and ridiculing a child.
- **Threatened harm** means a substantial risk of intentional harm to the child. It may include acts or expressions of intent to inflict actual harm presently or in the future.

*The following Policies and Procedures are to protect minors and church workers when in attendance at the church or in attendance at any church-sanctioned activities.*

### Supervision of Minors

- A. A minimum of two church workers should always be present. When this minimum is impossible to maintain for a brief period, doors to rooms will be left open.

- B. Appropriate personnel should make periodic visual checks of the areas where minors are present.
- C. Uncovered windows will be in all doors to rooms used by minors on church grounds
- D. The preschool area will use a security system for parents/guardians to claim their children.

## Signs and Symptoms of Abuse

- E. Behavioral signs of abuse can include the following: anxiety when approaching church or nursery area, nervous or hostile behavior toward adults, sexual self-consciousness, withdrawal from church activities and friends, aggressive behavior, sexual “acting out,” depression, and poor self-esteem.
- F. Physical signs of abuse can include lacerations and bruises, nightmares, irritation, pain or injury to the genital area, difficulty with urination, discomfort when sitting, torn or bloody underclothing, disease.
- G. Verbal signs of abuse may include statements like: “I don’t like (name of person).” “(Name of person) does things to me when we’re alone.” “I don’t like to be alone with (name of person).” “(Name of person) fooled around with me.”

## Reporting Procedure

- H. Reports of possible child abuse should be communicated quickly to the appropriate program staff member. The allegations of abuse should then be reported to the Minister of Childhood Education or Minister of Education.

- I. If there is reasonable belief a minor has been abused, appropriate reporting must be made to the civil authorities. By law we are required to notify authorities of suspected abuse, so reporting should not be done casually. This report will be made by a ministerial staff member of the church.

## Responding to Allegations

- J. Depending upon the circumstances and where required, safety of the minor will be secured immediately.
- K. Parents of the minor(s) involved with the alleged incident will be notified.
- L. Allegation(s) will be promptly investigated and documented. The investigation shall be conducted by the appropriate ministerial staff member(s) together with other individuals, as required. Those persons responsible for the investigation shall be designated by the Minister of Education or Minister of Childhood Education.
- M. The investigation shall be conducted in strict confidence to protect the privacy of the minor(s) involved, as well as that of the accused. However, nothing should be construed as prohibiting otherwise appropriate action.
- N. If it is determined that there is a reasonable belief that an incident of child abuse has occurred, the Minister of Childhood Education will consult with the Pastor, Minister of Education, and insurance carrier as to the proper procedures.

- O. The incident will immediately be reported to the appropriate civil authorities. All information obtained will be provided to these authorities in the form of a report including date, child involved, suspicious concerns, all efforts in handling the situation, signature of the Minister of Childhood Education and any witness.
- P. If the accused is a volunteer, he/she will be temporarily relieved of duties until the investigation is completed. If the accused is a paid employee, he/she will be temporarily suspended (with pay) until the investigation is completed.
- Q. Upon completion of the investigation, a report will be made to the pastor and/or Minister of Education. After review of the report, disclosure of the report will be made to the remaining ministerial staff. Dependent upon the results of the investigation, a determination will be made relative to whether the volunteer or paid employee will be allowed to return to his/her position.
- R. A spokesperson will be designated to convey information (if any) deemed necessary to the congregation and to respond to inquiries from the press. Consideration will be made for individual rights of privacy and other legal implications.

# Appendix B

## Wedding and Funeral Childcare

### Wedding Childcare

- A. Childcare for preschool children (ages birth through pre-kindergarten) may be arranged for weddings by calling the Director of Preschool Ministries at least two weeks prior to the wedding date.
- B. The number of children and their ages must be submitted at the time of reservations and will determine the number of rooms and number of workers needed. The number of babies through twenty-three months is limited to six per room. The number of children ages two through Kindergarten is limited to ten per room. Ages can only be combined within a room by special permission.
- C. The Director of Preschool Ministries will arrange for the preschool facilities to be open. Facilities may not be used by preschoolers unless they are under the supervision of employed teachers secured by the Minister.
- D. A minimum of two teachers per room will be secured for any number of children.
- E. The fee for childcare will be based on a minimum of two hours. This time is based on 15 minutes prior to and 15 minutes following the actual time childcare is needed. This time allows for preparation of room, and disinfecting toys and cribs following. Amount of fee will be determined by Director of Preschool Ministries.

- F. Payment of childcare is to be made in full to the church at least two weeks prior to the wedding. This time allows checks to be cut and workers paid on the day of the wedding.
- G. For cancellation of childcare, notification should be made to the Minister at least one week prior to the wedding.

## Funeral Childcare

- A. Childcare for preschool children (ages birth through Kindergarten) may be arranged for funerals by calling the Director of Preschool Ministries at least twenty-four hours prior to the funeral.
- B. The number of children and their ages must be submitted at the time of reservations and will determine the number of rooms and number of workers needed. The number of babies through twenty-three months is limited to six per room. The number of children ages two through Kindergarten is limited to ten per room. Ages can only be combined within a room by special permission.
- C. The Director of Preschool Ministries will arrange for the preschool facilities to be open. Facilities may not be used by preschoolers unless they are under the supervision of employed teachers secured by the Minister.
- D. A minimum of two teachers per room will be secured for any number of children.
- E. The fee for childcare will be based on a minimum of two hours. This time is based on 15 minutes prior to and 15 minutes following the actual time childcare is needed. This time allows



for preparation of room, and disinfecting toys and cribs following. Amount of fee will be determined by Director of Preschool Ministries.

- F. Payment of childcare is to be made in full to the church at least twenty-four hours prior to the funeral.



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## **PCBC PRESCHOOL COVID 19 POLICY**

In light of the Covid 19 Pandemic, PCBC has implemented the following criteria for attendance in preschool classroom:

Parents must be able to answer YES to the following questions:

- Has my child been fever/\*symptom free for 14 consecutive days?
- Has everyone in my household been fever/\*symptom free for 14 consecutive days?
- Have I checked my child's temperature this morning?
- Do I understand that volunteers teaching my child are not required to wear a mask as preschool children need to see their teacher's face?
- Do I understand that preschool children will be encouraged to refrain from hugging or sitting near one another, but the nature of preschool children makes it almost impossible to keep them 6 feet apart?
- \*Symptoms include fever, cough, runny nose, shortness of breath, diarrhea, headache, fatigue

We realize that Oklahoma allergy symptoms can mock symptoms of serious illness. However, to keep all parents comfortable leaving their child in our care, we ask that you comply, even if you are certain your child's symptoms are allergy related.