

First Baptist Church Millington Preschool Ministry Handbook

FBC Millington 5010 W. Union Road Millington TN 38053
(901) 872-2264 www.fbc-millington.org

The Preschool Ministry at First Baptist Church is a great place to serve.

As a Worship Care leader, Sunday School leader or Mission leader, you will have the opportunity to teach young children while meeting their needs emotionally, mentally, physically, socially, and spiritually. We believe that each child is a special individual, a person created in the image of God. Please remember this as you teach.

The Gospel Light literature provided to you will give you opportunities for preschoolers to learn through:

- First-hand experiences
- Working with others (peers/adults)
- Developing their imagination, creativity, and ability to express themselves
- Opportunities for developing problem solving
- Developing basic concepts and attitudes: love, trust, acceptance, independence, flexibility, patience, and joy.
- An individual understanding of God, Jesus, the Bible, the church, their family, the natural world, others, and themselves.

I encourage you to read this booklet. It is full of important information that you will find helpful as you serve in our Preschool.

Sharon Hambick
Director of Preschool Ministry

Preschool Policies

The following policies are designed to help us provide a safe learning environment for your child.

General Policies

1. Preschool facilities will open 15 minutes prior to regular church activities and service.
2. Preschoolers must be brought to their department by their parent or adult guardian, and will only be released to a parent or adult guardian who has a security ticket.
3. A parent should come for his child immediately following the service or function.
4. To avoid congestion in the preschool area, we suggest that only one parent deliver and pick-up the child from his or her room.
5. For the safety of our preschoolers and to provide the best teaching environment, only preschoolers and approved teaching personnel are permitted in preschool rooms.
6. Parents and other family members and friends are asked not to visit the child, this may upset your child (thinking it's time to go), upset other children, or disrupt the teaching session. However, you may discretely look into the window at any time.
7. Babies and creepers will be promoted according to his developmental needs and progress. All other children are promoted annually.
8. Under no circumstances are children to be left in the preschool area unattended at any time.
9. Preschoolers may be brought to the Preschool Department only when the person bringing them is attending a church function.
10. Children should not bring personal toys or other possessions to their classes.

Health Policies

1. For the protection of your child and the other children, parents are requested not to bring a child who appears ill. Upon the recommendation of the Committee on Control of Infectious Diseases of the American Academy of Pediatrics, a child should not be taken from home when any of the following exists:
 - Fever – currently or within the previous 24 hours
 - Vomiting or diarrhea
 - Any symptoms of a childhood disease such as scarlet fever, German measles, mumps, chicken pox, or whooping cough.
 - Common cold – from onset through one week
 - Sore throat
 - Croup
 - Any unexplained rash
 - Any skin infection – boils, impetigo, ringworm
 - Pink eye or other eye infection
 - Runny Nose (thick colored mucus)
2. If a child develops a fever or other symptoms of illness during preschool activities, parents will be notified immediately.
3. A parent must administer all medication.
4. If your child has been attending preschool sessions and should develop an infectious disease (i.e., measles, mumps, chicken pox), please notify the preschool office immediately.
5. For sanitation reasons, we encourage you to use disposable diapers at church.

Food Policies

1. Infants will be fed formula, milk, juice, or water as provided in plastic bottles. Bottles need to be labeled with contents and time for feeding (ex. John Smith – Apple juice – 10:00 am). Caring for infants is a serious responsibility, therefore time and circumstances do not allow for any other type of feeding (i.e., baby food, solid food) on Sunday mornings. High chairs can be provided for parents when they need to feed their infants. Feeding arrangements can be made during other services.
2. Toddlers and all older preschoolers are served a snack of juice and crackers whenever they are in preschool for two hours or more.
3. Snacks and food activities are a common occurrence in the Preschool Department. If your child has a food allergy or a special need related to food, please notify his teacher and an allergy alert sticker will be placed on your child.

Clothing Policies

1. Parents are asked to label all items belonging to their child (diaper bags, bottles, extra clothing).
2. Parents are encouraged to bring an extra change of clothing for children who are being potty trained. This clothing should be easy to take off and put on.
3. It is suggested that preschoolers be dressed in comfortable, loose fitting, machine washable clothing that will not restrict free movement.

Worship Care

1. Worship care is provided for all children in the birth through kindergarten Sunday School departments during the worship hour on Sunday.
2. Two adults will be in each room at all times.
3. Parents that are FBC members, and have preschoolers cared for during Worship Service, are expected to serve once every five weeks. Both moms and dads are needed during this time. You will be contacted by the Preschool Department to schedule your Sunday.
4. Children will remain in the same department for Worship Care and Sunday School. Occasionally, due to having a light or heavy attendance, a child may be moved so that the staff may give better care. No child will be moved without permission from the Preschool staff.

How You Can Help

Here are a few suggestions of how you can make your child's experience at church more meaningful:

1. Bring your child regularly to church. Consult your pediatrician when making the decision of when to begin bringing your newborn.
2. Attend meetings and other activities planned for parents of preschoolers.
3. Become familiar with the preschool policies and procedures.
4. Talk to your child positively during the week about going to church. Use the child's teachers' name and other friends in his class frequently when talking about church.
5. Abstain from entering the room unless you have a sleeping baby. As your child begins to walk, allow him to walk into his room.
6. Do not attempt to slip away from your child when you bring him to his class. Tell him in a kind, firm voice that you are going but will be back to get him soon. Then, leave immediately. If your child continues to be upset, we will send for you.
7. If you have anything you want to discuss about your child's class or his experience at church, feel free to contact the Preschool office.

Our Preschool Objective

The objective of our Preschool ministry is to help each child.

- Associate God, Jesus, and the Bible with happy feelings.
- Know that the Bible is a special book that talks about God and Jesus.
- Think of home as a place of love and security.
- Develop a positive feeling of self-worth.
- Make progress in solving problems, showing, and expressing oneself.
- Begin to show love, respect, and acceptance of others.
- These Christian objectives and biblical truths are interwoven in the following activities:

Art	Books	Music	Pictures
Blocks	Home living	Nature	Puzzles

A Child Learns Through ...

1. A child learns through his senses. (He learns through hands-on or first-hand experiences.
2. A child learns through example.
3. A child learns through play.
4. A child learns through relationship.
5. A child learns through satisfaction.
6. A child learns through curiosity.
7. A child learns through repetition.
8. A child learns by doing.

Preschoolers Need

Love

All children need to feel:

- That their parents and teachers love, want, and enjoy them;
- That they matter very much to someone;
- That there are people near them who care what happens to them.

Security

All children need to know:

- That their church is a safe place where they can feel secure;
- That their parents will always be on hand, especially in a time of crisis when they are needed most;
- That they belong to a family group.

Acceptance

All children need to believe:

- That their parents and teachers like them for themselves just the way they are;
- That their parents and teachers like them regardless of their behavior;
- That their parents and teachers will let them grow and develop in their own way.

Independence

All children need to know:

- That both parents and teachers want them to grow up and will encourage them to try new things;
- That both parents and teachers have confidence in them and in their ability to do things for themselves.

Faith

All children need to learn:

- Biblical values of kindness, courage, honesty, generosity, and justice.

Guidance

All children need to have:

- Friendly help in learning how to behave toward people and things; examples of how to get along with others.

Control

All children need to know:

- That there are limits to what they are permitted to do and that their parents and teachers will hold them to these limits;
- That though it is normal from time to time to feel jealousy or anger, they will not be allowed to hurt themselves or others when they have these feelings;
- That parents and teachers will help them cope with their feelings.

Characteristics - What is the Child Like?

Baby

- It is dependent, but not helpless
- Feels secure with the familiar
- Has unique needs
- Enjoys people
- Needs a variety of experiences
- Develops object permanence
- Has stranger anxiety at about the eighth month (knows the difference between familiar persons and strangers)

One-year-old

- Is on the move
- Wants to do for themselves
- Is curious
- Enjoys discovering what they can do with materials
- Is sociable
- Is beginning to say words
- Has a short attention span
- Cannot share yet
- Likes the familiar
- May behave like a baby or an older person
- Is learning to say "no"
- May display separation anxiety when a parent leaves
- Is not ready for toilet training

Two-year-old

- Is very active
- Likes to explore and discover
- May be toilet trained
- Plays by themselves and alongside other children
- Can understand more words than they can use
- Can wait a minute sometimes; at other times, wants what they want when they want it
- Is not ready yet for group time
- Cannot share but may take turns
- Can be loving at times
- Is at a peak age for awkwardness
- Has a short attention span
- May be rigid and inflexible
- May be domineering and demanding

- Says “no” often
- Asks questions
- Can sing
- Can say “thank you” to God for something God made
- Can listen to a brief Bible story which they can associate with their own experiences

Three-year-old

- Is active and better coordinated
- Has a short attention span
- Cannot understand rules
- Is literal minded
- Asks questions
- Can do for themselves
- Can be kind and helpful, gives as well as takes
- Begins to accept that Jesus loves them
- Is more cooperative
- Wants to do what is expected
- Is uncoordinated, stumbles, falls, stutters, or crosses their eyes
- May bite nails, pick nose, develop tics (involuntary blinking or twitching of the eyes), or suck thumb
- Begins to have difficulty with people

Four-year-old

- Is out of bounds, may hit, kick, throw things, or engage in a loud and silly laughter
- Is talkative; even talks to themselves
- Is bossy and dogmatic
- Has a sense of humor
- Asks questions
- Is interested in people
- Does not have control of small muscles; has difficulty cutting on a line, coloring with small crayons, or drawing on small paper
- Is developing a conscience
- Begins projects or thinks of ideas on their own
- Has a short attention span
- Wants to help
- Can sing simple songs, listen to a Bible story, match a Bible picture with a Bible verse, and open the Bible and read
- Can solve problems

Five-year-old

- Is almost too good
- Likes to obey, to be taught, and to get permission
- Is attentive for a longer time in group time and group play
- Gains more muscle control
- Plans what they will do, build, paint, or make

Preschool-Six

- Can be violently emotional, switching from love to hate
- Wants to be first
- Can be delightful and sociable
- May have difficulty making choices
- Needs to be noticed. Seeks approval and affection
- Needs to win
- Has a longer attention span
- Gains emotional control, may use words instead of actions to communicate dislikes

Classroom Rules for Children

1. Children shall not be in danger nor endanger themselves or others.
2. Children shall not annoy others.
3. Children sit in chairs; they never stand on them.
4. We sit at tables; we never climb on or stand on them.
5. Balls may be rolled on the floor, never thrown in the air.
6. Toys are for playing with, not for throwing at others or using as weapons.
7. We never play guns, in any shape or form.
8. All toys and materials are to be picked up and put away neatly and orderly at the end of any use of a room.
9. We walk in the room; we never run or play chase.

Guiding Children's Behavior

Some general guidelines for discipline are:

1. Set reasonable limits (consider the child's age and needs).
2. Be consistent.
3. Accept a child's feelings, which they cannot control; but stop their disruptive, annoying, and destructive behavior. (You want them to be lovable).
4. Avoid embarrassing the child.
5. Correct a child's behavior with love and respect. (If you were in their place, how would you want to be corrected)?
6. Don't force a child to say, "I'm sorry". They may not be sorry. If you force them to say they're sorry when they are not, you may think you are teaching them to feel sorry, but they may be learning how to lie.
7. Notice and acknowledge a child's appropriate behavior. (Spend most of your time this way, and you will not need to take much time correcting misbehavior).
8. Don't force preschoolers to give up toys as a means of teaching about sharing. Sharing is voluntarily giving something up to another.
9. Provide a stimulating environment and thus reduce the possibility of behavioral problems.
10. Help each child feel good about themselves. A healthy self-concept/self-esteem is the right of each child made in God's image.
11. Give bountiful emotional support to the child who misbehaves. Misbehavior is often a plea for help.
12. Let the child learn from the natural or logical consequences of their actions. (If they hurt other children, remove them from the children for a while).
13. Give encouragement freely. It is inspiring. Use criticism sparingly. It is largely self-defeating.

Guidelines for Dropping-off and Picking-up Children

1. A child may only be taken to, and picked-up from a preschool classroom by a parent, or other legal guardian.
2. Older siblings are not allowed to drop-off or pick-up children.
3. Any specific request for exceptions based on extenuating circumstances will be handled on an individual basis.

Security

One of the goals of our Preschool ministry is to provide a safe, secure, loving environment for our children. In an effort to accomplish this, we have security measures in place to protect our children, their parents, and the church. This system is only as secure as you help make it.

Security System Procedures

All parents/guardians will be given a three-part security ticket with a number. The teacher will keep one part. The ticket must be presented to the teacher and the number must match in order for them to pick-up their child. Parents/Guardians of babies will be given numbered vibrating pagers. The pager must be returned and the numbers must match to pick up your child.

Holidays

We often bring into holiday celebrations traditions that we learned as children. It is important to remember that preschoolers are literal-minded and take everything you say or present at face value. Though a particular holiday tradition may have given you a warm feeling, we need to be sure that any activity or item we bring into the classroom is consistent with what we want to teach these children.

The following are some suggestions for handling the various holidays we celebrate with preschoolers:

Easter

Easter is a celebration for Christians. It is a time to think about the sacrifice our Lord made for us on the cross. However, young preschoolers cannot understand the abstract meaning of Jesus' death, burial, and resurrection. In fact, because they are so literal-minded, preschoolers easily take what we say and come up with ideas that are not true. For example, when an adult says, "God loved us so much that He let Jesus die on the cross." A preschooler might think, "I hope God doesn't love me as much as He loves Jesus."

The resurrection can be especially alarming to a young child. When you explain that Jesus was dead, and then arose and came out of the grave, he may think that other people in graves will come out too. The day will come when he will understand the truths of the gospel and all the abstracts will fall into place.

Preschool teachers should focus on "the new life" that God demonstrates each spring as the trees bud, flowers bloom, and the birds build nests and lay eggs, etc. Easter is a happy time because Jesus loves us.

Some children may come to church excited about their new clothes, baskets of eggs and bunnies. Teachers should acknowledge these things only if the child mentions it. If the child says, "See my pretty new dress and shoes?" the teacher should say something like this; "Thank you God for clothes to wear." It is best not to make "value" statements such as "you look so pretty today in your beautiful dress." The child who does not have a new dress may be deeply hurt. If the Easter bunny or baskets are mentioned, acknowledge the child's feelings by saying, "Easter is a happy time. Thank you God for Easter." Then, direct the conversation back to the lesson. Our emphasis is that Easter is a happy time and that Jesus loves us.

Mother's Day and Father's Day

Because of circumstances beyond their control, many preschoolers are being reared in single parent homes. Mother's Day or Father's Day can be stressful for these children if the teacher is not discerning and sensitive to the needs of the child and the parent. By being aware of the family situations of each child, we can plan activities that will not be offensive to the child or the parent. Some of the following activities can be used or modified for use on these special days:

1. Substitute another special person in the preschooler's life for a mother or a father. For example, you might make a card for a special aunt or a grandfather.
2. When making a "special" project, allow the child to choose whom he or she will give it to on that day. You may want to avoid the labels "Father's Day" or "Mother's Day" projects.
3. Beware of extremes. It would not be wise to delete all mentions of mothers or Mother's Day because there is a child being reared by her father. Bible stories and large group discussions may include references to mothers and fathers. Strive for balance.
4. Through personal ministry contacts, share with parents what you will be doing. Many parents can provide wonderful insights into their child's personality that may help you prepare for those special Sundays.
5. Lead the children in thanking God for their families.

Halloween

Because of its emphasis on the occult, no attention is to be given to Halloween or All Saint's Day. As a teacher, you need to prayerfully consider how you will handle Halloween. Decorate your classroom in such a way that the children will see a reflection of God's magnificent glory and nothing else. Appropriate fall decorations might include colored leaves, flowers, plants, and wreaths of natural items.

Our church has a Family Fall Festival where children dress in "happy" costumes or Bible costumes. Please consider emphasizing this church event if you want the children to have a chance to dress up at the end of October. Also, lead children in your class to sing songs about Jesus, or Fall Harvest, not Halloween. We should strive to honor Him, not Halloween.

Thanksgiving

Thanksgiving is to be viewed as a special time to thank God. Relating the holiday to turkeys, pilgrims, and Indians can be confusing to preschoolers. Young children can understand that we give special thanks to God during this time of year.

Christmas Celebrations

Christmas is a time when we rejoice in the birth of Jesus. Preschoolers should hear "Jesus was a baby" and "Jesus grew." All activities should relate to this emphasis. Anything that adds to or takes away from Jesus' birth should be avoided. Consider the following:

1. Santa Claus: Each family views Santa Claus differently and can choose to include or exclude him during the holidays. As preschool teachers, however, we do not talk about Santa Claus at church. He is not real and everything we present to the children at church **is** real. If a child comes to church excited about Santa, do not ignore the child. Acknowledge what he says warmly. Then immediately redirect the conversation. Do not encourage conversations about Santa by asking the child what he wants for Christmas. Keep your focus on Jesus.
2. What to expect from children

During the entire month of December, you may expect your class to be different. Children who rarely or never cry, may cry. Children may be more hesitant to come into the room. The activity level of the children may seem greater. This can be a very difficult month for the children. Many children have an extra amount of sweets, and nutrition in general may not be great. They often are off their schedules and normal routines. They are often very tired. This is a time they may also have been with a baby-sitter more than normal.

Pray for your children and their families during this time. It may be a difficult time because of daddy being out of work and feeling the pressure of needing to buy gifts; or they may be celebrating their first Christmas in a new city; or it may be the first Christmas without a loved one. Pray that regardless of their circumstances, they will be able to focus on the wonderful gift God gave through His Son Jesus!

Hygiene Practices for Preschool Teachers

Caring for preschoolers includes providing a clean environment where the children can explore, create, learn and play. That means toys, teaching materials, equipment, walls, and floors need to be clean and ready for the child. It is important to be aware of cleaning procedures and hygiene practices to ensure a safe and clean environment for the children.

Cleaning a Crib for Second Child Use

1. Remove the crib sheet and all teaching materials.
2. Use disinfecting solution to clean crib rails and all sides of the mattress.
3. Let the mattress air-dry.
4. The disinfecting solution is not harmful when dry.

Washing Hands

When?

- After changing a diaper and removing disposable gloves.
- After assisting a child with toileting.
- After wiping a child's nose or mouth.
- Before feeding a baby or serving snacks.
- Before and after attending to a cut or other injury.
- When blood is present, use disposable gloves. Clean hands and surface with disinfecting solution.

How:

- Use mild liquid antibacterial soap and warm water.
- Scrub hands vigorously for 10-15 seconds (friction loosens germs).
- Rinse hands thoroughly and dry with disposable paper towel.

For Teachers of Two's, Three's, Four's Five's and Preschool Sixes

1. The door must remain open when a teacher is assisting a child.
2. The door must be propped open when a child is inside the bathroom with a teacher.
3. Encourage the children to do all they can for themselves.

Medical Procedures

Typically an injury can be treated with a little loving attention, a cool cloth, and a Band-Aid. A first aid kit is available in the preschool lobby. Please talk with the parent on their arrival, letting them know what happened and how the Boo Boo was treated. Keep in mind that we are not authorized to dispense any over-the-counter or prescription medication. In the event a child needs more attention than we can provide, the parent will be notified.

Serious injuries involving broken bones, convulsions, fainting, unconsciousness, and other serious bodily injury should be treated as follows:

1. Keep calm and keep children and the injured person as calm as possible. Speak calmly to reassure the child.
2. Do not remove the injured child and do not leave them.
3. Send a fellow teacher to the preschool desk to locate a staff member for assistance.
4. If needed, the staff member will contact 911 and any medical personnel available on the FBC campus.
5. The coordinator or staff member will contact the parents and advise them of the child's situation and procedure being followed.
6. Make sure an incident report is completed for insurance purposes.

When a Child is Bitten by Another Child

All bites should be cleaned with soap and water. A coordinator or the Preschool Director must be notified. When a parent comes for the child, we should tell them their child was bitten. But never tell them the name of the child that did the biting.

Help parents understand that we are very sorry this happened to their child. Most preschoolers bite sometime in their life. They may bite because they are frustrated, because their gums hurt and it feels good, or sometimes just by accident. Help parents to know that his child was comforted.

When a parent is upset and angry, remain calm and understanding. Remember, they may have no understanding of how common this is with preschoolers. Even if they do, we all hate to have our child hurt. Ask them if they would like to talk with a preschool staff member. Encourage them to call the preschool office to talk about their concerns. Let them know that you are concerned, but do not try to rationalize with them. It is better to just listen.

When a Child Needs Medication

Sometimes a child will need to receive medication while at church. For example, they may be on a medication for an ear infection. This is not contagious and if they have no symptoms, there is no problem with the child being at church. A parent must give all medication. We cannot assist with this serious responsibility. Simply explain the policy and ask the parent to come and give the medication when it is needed.

Snack and Cooking Policy

Allergy Alert

You must always post for the parents all the foods your child will taste in class. There will be "Allergy Alert" signs attached to the outside of your classroom door with a list of foods being tasted in class. Be sure this sign is in place before the first Sunday School hour begins to alert parents.

Holiday Treats

During holiday seasons, teachers and parents may request to bring a special treat, especially candy, for the children. Please do not give these treats to the children during class. Give them to the parents to take home for the child.

Snack Foods

Wholesome snack foods may include the following:

Vegetable portions	Fruit slices
Saltines	Graham crackers
Vegetable juices	Cheese cubes
Frozen fruit juice pops	Fruit juices
Cheese toast	Melon cubes

Snacks to avoid with children under six includes:

Hot dogs	Popcorn
Whole nuts	Citrus fruits (pulpy and with seed)
Raw carrots	Raw celery
Seeds	High sodium snacks
Whole grapes	High sugar powdered drinks

Things to Remember for Teachers of Babies and Ones

Changing diapers:

1. Gather supplies (disposable gloves, wax paper, diaper sticker with time indicated, clean diaper)
2. Put on gloves, place waxed paper on top of clean opened diaper and slide under the child.
3. Keeping the soiled diaper on top of the waxed paper, gently clean the baby with wet wipes. Place soiled wipes inside the soiled diaper. Roll soiled/wet diaper into waxed paper set aside.
4. Fasten clean diaper securely. Place sticker with time indicated on the diaper.
5. Place waxed paper and diaper in the palm of one hand. Pull the disposable glove over the diaper. Place the glove with the diaper in the gloved hand. Pull other glove over the other end of the diaper. (This process seals the diaper inside the gloves) Throw diaper away. Wipe changing area surface with germicidal cleaner.
6. Wash hands thoroughly.
7. Young babies need to be changed in their own beds. Sheets of waxed paper may be placed beneath the baby when changing a diaper to prevent soiling the sheet.
8. Older babies, one's and two's may be changed in their own bed or in the changing table area.
9. Make diaper changing pleasant for the child. Avoid showing any distaste or comments to the child. Smile and talk or sing to the child. Give a toy or picture to hold while you change him.
10. Be sure that each child is changed often. Avoid letting a child leave with a wet/soiled diaper on.

Greeting the child

1. Be in your room and have all materials ready before children begin arriving. Allow time to pray with fellow teachers.
2. Remove any jewelry that might injure the child.
3. Put on a smock if you desire.
4. Stay in your room with the door closed while parents are arriving.
5. Have soft music playing in the room.

6. In a baby department, place the schedule cards, sign-in book, and a pencil near the door to be used in making notations for the day.
7. In a baby department, it is good to have two teachers go to the door. One teacher will take the baby, while the other one can take the diaper bag and get schedule information from the parents.
8. If it is necessary to talk with parents, take the child into the room and then go outside the door.
9. Before opening the door to greet a one-year-old, stoop so that you will be on the child's level when the door is opened. Encourage parents to let one's walk into the room. Acknowledge the parents with a smile or a nod.
10. Avoid prolonging a disturbing separation from parents. It may be best to pick up a reluctant one-year-old and bring him into the room, taking him away from the door. Reassure parents with a smile that their child will be all right. Reassure parents that you will come for them if they are needed.
11. Teachers should help get children involved in an activity away from the door as others are arriving.
12. Have parents fill out the information card to attach to the rail of his bed.

Feeding

1. Follow information card closely for feeding babies. Check with parents of babies for any changes in feeding schedule.
2. Wash your hands before feeding a baby.
3. Rinse out bottles before putting them back in the diaper bag.
4. Crackers and juice (or water) are served to one's at a designated snack time. Say or sing, "Thank you God, for juice and crackers" as you give each child a cracker.

Outdoors

1. Babies and one's enjoy going outdoors when the weather permits.
2. Remember that being on the child's level singing and guiding is important when outside as well as when you are in the department.
3. Be sure that playground gates are latched at all times.
4. Carefully supervise outdoor time.

Just Before Parents Come

1. Check every child to be sure diapers are dry before parents come. It may be a good idea to encourage those who are toilet trained to go to the restroom just before time for parents.
2. Playing a tape will cut down on the noise from outside.
3. Remember to always ask for a member's or visitor's security ticket.
4. One of the teachers should quietly get each child and take him to the door. Avoid calling attention to the fact that a child is leaving or parents are coming.
5. The other teachers should try to involve the children in happy activities to divert their attention from the door.
6. Remember that teaching continues until the last child leaves.

General

1. Speak in a quiet, normal voice. Avoid baby talk.
2. Teachers should sit on the floor with the children.
3. Avoid moving around too much.
4. Move slowly and calmly.
5. Give your full attention to the children. Avoid conversation among teachers. If you must talk to another teacher, go to the teacher and speak softly and briefly.
6. Be involved with the children.
7. Try to avoid having your back to the center of the room. Sit where you can see everything that is happening in the room.
8. Try to avoid holding a preschooler in your lap too long. You may need to move quickly, and all the children need your attention.
9. Let preschoolers do as much for themselves as they are capable of. Be ready to step in when help is needed.
10. Teachers should be conscious of keeping the room uncluttered. Occasionally put toys back on the shelf. This can be done quietly and inconspicuously.
11. Be safety conscious. Watch for broken or almost broken toys. Be alert for small items on the floor that can be swallowed. Keep potentially dangerous items out of reach. Check with parents about allergies.

12. Be helpful and reassuring to parents. Remember that their child is very important to them. Try to follow their requests as closely as possible.
13. Smile! And let it be genuine and come from within. Babies and one's are learning about the nature of God from you.

Things to Remember for Teachers of 2's and 3's

Greeting the Child

1. Before the session, prepare stickers for making name tags and labeling belongings. Make two or three name tags for each child before the session. Place one name tag on the child's back as he arrives.
2. Put a picture, nature items, or something of interest at the door to use in getting the child involved.
3. Avoid letting a disturbing separation between parent and a child drag out. Sometimes simply picking up a child and bringing him into the room is best.
4. If you need to talk to a parent, bring the child into the room, then go outside to converse with the parent.
5. Smile! Greet each child and parent warmly. Call the child's name. Sing, "I am happy, (Gary's) here today."

Restroom Time

1. Do not say, "Do you want to ...?" Instead say, "It is time to."
2. If restroom time is at the end of group time, one teacher may continue an interesting game or activity while another teacher takes two or three children at a time to the restroom.
3. Allow children to do for themselves as much as they can. Be ready to give the help they need.
4. Be sure children wash their hands after toileting.
5. Teach children to place paper towels in the wastebasket.

Snack Time

1. Bring into the room only the number of servings you need. Two crackers and one cup of juice is an adequate snack. Snacks are located in laundry room and on a cart in the back hallway.
2. Children may be seated on the floor or at the table in small groups with a teacher in each group. This avoids long delays in being served and gives the teacher a better opportunity to talk with and listen to the children.
3. With two's, say or sing, "Thank you God, for good crackers" as you serve the snack. With three's, a teacher or child may say "Thank you" to God before the snack is served.
4. Give each child a napkin on which to place his cracker. Three's may help distribute napkins.
5. With two's you may want to give only the cracker first and serve the juice after crackers are eaten. This cuts down on spills.
6. Keep paper towels handy for spills. Do not embarrass or shame a child when accidents happen. Say, "You use this sponge while I move the glass. We can help each other clean up the spilled juice."
7. Guide children to put their napkins and cups in the wastebasket.

Outdoor Play

1. Two's and three's need opportunity to run and play freely. They are not ready for organized games.
2. Teachers should be involved with the children, but avoid roughhousing with them. Remember that you are the teacher and not another child.
3. Be alert. Teachers should give their full attention to the children. Be aware of everything that is happening on the playground.
4. Two teachers should be on the playground at all times.
5. Be sure the gate to the playground is latched at all times.
6. Let children climb only as far as they are able to by themselves. Do not give them a boost on the climbing equipment. Children should not climb on the fence.
7. Do not allow the children to attempt to walk up the slide. All sliding should be forward motion down the slide and on the child's bottom. Never let a child slide head first or on their stomach.

8. If you are outside on the playground, leave a note on the door stating that you are on the playground.
9. If you leave the building on a walk, leave a note on the door telling where you are and when you will return.

When Parents Come

1. The children should be in the room rather than on the playground while parents are coming.
2. If a child is in diapers, check to see if a dry diaper is needed before parents come.
3. It is a good idea to encourage children to go to the restroom during the last activity time.
4. With three's, children may put materials away and gather for a group activity as parents are coming. This may be listening to a CD or cassette, reading a book, or playing a game. One teacher remains near the door to greet parents and quietly gets the child from the group.
5. In the two's department, teachers continue working with the children in activities until parents come and the last child has left. Try to engage children in activities away from the door. Listening to a CD or cassette might be introduced at this time if interest in the activities is fading. One teacher will remain near the door to greet parents and quietly get the child.
6. Avoid announcing that it is time for parents to come or calling across the room to a child that his parents are here. Quietly go to the child and whisper in his ear.
7. Continue teaching until the last child leaves. Make the session good to the very end for every child.
8. Remember to always ask for a security ticket or pager. Help us guard our children.

Things to Remember for Teachers of Four's and Five's

Greeting the Child

1. Express warmth – smile and greet by name.
2. Greet each child from an eye-level position.
3. Express warmth to parents, settle the child into the department, and then go outside to converse.
4. If you need to talk with parents, settle the child into the department, then go outside to converse.
5. Let each child choose an opening activity. Teachers may need to help move a child away from the front area.

Restroom Time

1. Four's and five's can be independent except for guiding reminders such as: handwashing, paper towels go in the wastebaskets, etc.
2. Have a specific time before snacks for restroom time. Four's and five's can use a good bit of freedom in their restroom privileges throughout the session.

Snack Time

1. Should be scheduled after a restroom time and hands have been washed.
2. Children can be scheduled to be helpers with napkins, etc.
3. Four's and five's can wait to have one thank you prayer or several can participate.
4. A damp paper towel nearby may be helpful.
5. Direct the children to put cups and napkins into a wastebasket.
6. Quiet music may help avoid some accidents as it calms the children.
7. Teachers should participate with the children. It is a good listening time.
8. Prepare just the amount of snacks needed.

Outdoors

1. Be alert!
2. Guide children in the right procedure for using equipment safely and fairly. Remember space between children may reduce risks.
3. Be sure that playground gates are latched at all times.
4. One of the best teaching times in your classroom schedule.
5. Be sure that playground toys and moveable equipment are returned to the storage area after every session.
6. Two teachers should be on the playground at all times.
7. Do not urge children to go beyond their safe feelings.

Preschool Fire Evacuation Procedures

1. When a fire alarm sounds, you must assume that there is a fire. Do not assume it is a false alarm.
2. Quickly check your bathroom and any areas of your room where a child could be hiding.
3. Be sure to take your class roll and proceed to the safe area. You should do several head counts along the way.
4. Babies and ones will be placed in evacuation cribs and rolled out to the safe area.
5. Upon arrival at the safe area, count your children to make sure all are accounted for. If a child is missing, get word to a fire official or the Preschool Staff, but do not leave your children unattended. If all children are present raise your hand so that the Preschool Staff will know all children are accounted for.
6. Do not let any children leave the established "safe area" without a security ticket or pager.
7. Once you and your class have left the building, do not go back in until given the all clear from a fire official or the Preschool Director.