

A woman with dark hair, wearing a patterned top, sits in a blue armchair reading a book. Three young children are gathered around her. One child in a blue and white striped shirt sits on her lap, looking at the book. Two other children, one in a red and green plaid shirt and another in a blue and white striped shirt, are on the floor, looking at the book. The room has wooden cribs in the background.

Jesus said,
"Let the
little children
come to Me..."
Matthew 19:14

First Steps
Preschool Policies
and Procedures

for parents and teachers

statement of purpose

The objective of the Preschool Ministry is to provide preschoolers with a loving and safe environment in which spiritual foundations will be laid that will guide each child, when he reaches the age of accountability, to a personal relationship with Christ.

availability

A minimum of two adult teachers, who have completed an application and background check, will staff each preschool department as follows:

Sunday Morning

- Sunday Bible Study, 9:30 a.m. Classes for all ages.
- Babies through Pre-K may remain in their classrooms during the 8:30 and/or 10:45 a.m. Worship Service.
- Kindergartners will attend worship with their families.

Sunday Evening

- Classes will be held for babies through kindergarten.

Wednesday Evening

- Babies through twos
- Threes and older (by Sept. 1 of current year) — Preschool Choir and Mission Friends
- A class will be provided for all preschoolers and grade school children whose parents are attending church-sponsored functions on site such as... Bible study, adult choir, etc.

Weekday Bible Studies & Other Events

- All preschoolers by reservation (*please refer to STBC Child Care Policy*)

Preschool rooms are open 15 minutes before each scheduled activity and children are to be picked up by a parent with security tag, no later than 15 minutes after the activity has ended.

parent participation

Diaper bags and bottles should to be labeled in advance. Diaper bag tags are available at the Preschool Welcome Center.

Regular attendance, positive conversation about church, and patience, will alleviate most separation anxiety problems.

As soon as a child is able to walk, he should be encouraged to enter the classroom on his own. If your departure is upsetting, tell your child in a kind, firm voice that you are going, but will be back soon, then leave immediately.

Parents will be notified if their child remains inconsolable and unable to adjust.

Parents may check on their children between sessions by

viewing the monitors at the Preschool Welcome Center. A hostess will be happy to visit the room if needed.



Arriving for a child promptly at the close of each session will help them avoid feeling that they have been left behind. Only an adult with security tag will be able to pick up a child.

Preschoolers should not bring toys from home or food into the Preschool area.

promotion

- Babies and ones will be promoted as their development, and preschool space, warrants.
- Parents will be notified before a child is promoted.
- Other preschoolers will be promoted at the beginning of the Sunday Bible Study year (mid August) based on their age as of Sept. 1 of current school year.

feeding

- Infants will be fed formula (already prepared), milk, juice, or water as provided in bottles.
- Time and circumstances do not allow for spoon-feeding.
- Snacks will be provided for older preschoolers, toddlers through kindergarten, during most sessions.
- **Teachers should be notified of a child's food allergies or diet restrictions. Allergy tags are available at the check-in kiosks.**



nursing mothers

A private room for nursing mothers is located in the nursery suite.

safety

- In the event of a fire alarm, all preschoolers are taken to the SW parking lot. Please do not come to the preschool area.
- During severe weather alerts, preschoolers are gathered in the hallway designated as a "storm shelter area" between Rooms 105 and 106.

arrival

- Parents and other children are to remain outside the classroom, especially baby rooms.
- Parents are to sign the information sheet provided.
- Security procedures are to be observed by all parents.



security

- A security tag will be issued at the computer kiosk
- The number on the security tag will be displayed on church monitors if a parent needs to return to the preschool area.
- Only the parent, or other authorized adult who presents the security tag will be allowed to pick up the child.
- No child will be released to anyone, including a sibling, unless special circumstances warrant, and previous arrangements have been made.
- Parents are asked to discreetly share information regarding custody issues with the child's teacher or other preschool leadership.

A background check will be completed on all who work with children (anyone under the age of 18) at South Tulsa Baptist Church, regardless of whether he/she is a volunteer or paid staff member.

For their safety, preschoolers and children should never be left unattended or unsupervised while at church. Except for a special off-site event, preschoolers should NOT be left at church unless a parent, or other adult responsible for the child, is on site.

hygiene

Diaper Changing

- Teachers are to use disposable gloves.
- A diaper shield (such as waxed paper) is to be placed under the child during diaper changing.
- The soiled diaper is to be wrapped inside the diaper shield and gloves removed by pulling first one over the soiled diaper and liner and then the other.
- Soiled diapers are to be placed in covered trash cans.
- Following the session, soiled diapers are to be placed in the trash can in the preschool laundry room.

Hand Washing

- Teachers are to wash their hands after each diaper change, after accompanying a child to the rest room, after wiping a child's nose, and before serving food.
- Teachers are to guide preschoolers to wash their hands after using the restroom or wiping their nose, and before eating.

Disinfecting

- Toys and surfaces in baby and toddler rooms are to be disinfected after each session.
- Specific disinfecting procedures are to be posted, and equipment provided, in younger preschool rooms.

Other

- Teachers are to use disposable gloves when dealing with any bodily fluids.
- Do not bring coffee without a lid into a preschool classroom.

The Minister to Families with Preschoolers will arrange for periodic training in infection control procedures for all preschool teachers and church volunteers associated with the preschool ministry.

health

For the well being of all, preschoolers should not be brought to church if they have, or have had within the past 24 hours:

- fever
- vomiting or diarrhea
- any known contagious childhood disease (such as chickenpox)
- common cold—from onset through one week
- sore throat
- croup and/or productive cough
- any skin infection or unexplained rash
- pink eye
- nasal discharge of color

Other health policies are as follows:

When a child has received antibiotic medication for 24 hours, and is feeling well, he or she may be brought to church.

Parents are strongly encouraged to keep immunizations up-to-date.

No medications will be administered, nor should medication be stored in a child's diaper bag or tote bag.

Children who become, or appear, ill at church will be isolated and the parents summoned.

If children develop symptoms of a childhood disease after attending a preschool session at church, the Minister to Families with Preschoolers should be informed so that other parents may be notified and may take preventive care.



The parent of a child with persistent biting behavior may be asked to remain in the classroom with the child until such behavior ceases.



Debbie Steen

Minister to Families with Preschoolers



10310 S Sheridan Road, Tulsa, Oklahoma 74133
918-299-0904 | www.SouthTulsa.org