

# GRANNY'S CABIN PRESCHOOL MINISTRY

Revised: Jan. 2006

## PRESCHOOL MINISTRY

- Some staff are trained or in training for CPR & First Aid Certification.
- We provide a Staff with volunteers to ensure that facilities are adequately staffed, regularly cleaned, bleached and maintained.
- We offer ONE room filled with age – appropriate toys and furnishings.

## OUR MISSION

Children are our special responsibility, entrusted to our care by God. It is the mission of the staff here at the Buford Church to provide a place where young children are loved, nurtured, and cared for. Here they learn from loving caregivers what Jesus taught the children. God loves you!

*“Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these” Mark 10:14*

## AVAILABILITY

The preschool is available from:

- 9:20 a.m. till 12 noon on Sunday mornings,
- 6:50 till 8:15 p.m. on Wednesday evenings

## AGES & ROOMS

The Buford Church provides one room, located in the family life center building to provide care for children: Ages 4 through 5.

Transfer of children to an older class will be based on maturation. Staff in consultation with the Children's Pastor or assigned person and parents makes transfer decisions.

## PROMOTION

Children turning four are promoted into the Sunday school program in August of each year with a four-month grace period until December for those children born after August.

## **STAFF**

Any comments or concerns may be directed to the Children's Pastor Richard Smith (678-377-1865), Church Office (770-945-4901 ext 4).

## **DISCIPLINE POLICY**

One of the goals of discipline is to teach children controls, which will help them grow in a healthy, safe manner. Through discipline, they learn self-control. As caregivers, we want to create a trusting, caring environment and provide a safe and stimulating atmosphere.

We will remove children from situations when they are hurting others or may hurt themselves. Re-directing will be used and time-out used only as a last resort. Any kind of negative physical reaction to a young child's behavior is NEVER appropriate. Each child will be treated with respect, love and kindness.

## **DROP OFF & PICK UP**

1. To avoid crowded conditions, please leave and pick-up your child at the door. Please do not enter the children's area. We understand that occasionally a child will need to be assured by you. You may need to come in, however the Staff is better able to insure the safety of the children if those working are volunteers.
2. Sign your child in at the door and record how we can best meet their needs (when they last had bottle, when they may want a nap, if they are potty trained, and where you will be during Sunday school and services).
3. Our staff will hand you a number tag, which will correspond to the tag on your child's bag or cubbie. Please check to be sure that you know your number. If you are needed during the time you are away, you will be summoned or paged on the electronic number board located on the left wall of the sanctuary stage. Please respond promptly.
4. Don't slip away from your child. Tell him/her in a kind, but firm voice that you are going, but will be back soon. Leave immediately. If your child continues to be upset, you will be paged. It is not necessary to check on your child during the service (this often upsets the child again). However, you are welcome to discreetly see how your child is doing.
5. Parents are asked to call for their children immediately at the close of the service or event in which they are participating. Most of our staff are members of the congregation and on days when the church has special activities planned, they wish to participate with their families. Therefore, your promptness in picking your child up from the class on these days will be especially appreciated.

6. When returning for your child, please wait at the door. A staff person will bring your child to you as soon as possible. This helps reduce traffic inside the room and insure the safety of our little ones. Please give this person your number/pager. *Children in the class will only be released to a parent or other adult listed and possessing the correct number (pager). Please do not send older children.*

## **PRESCHOOL WELLNESS**

If your child is sick we ask that he/she will be more comfortable at home. Please do not expose other children and the staff unnecessarily to infection. If your child exhibits any of the following symptoms, we *ask* that you please do not bring them to the class.

- Fever, diarrhea, vomiting, of within the last 24 hour period
- Rash not associated with diapering, heat or allergies
- Discharge from the child's nose not clear in color

If your child exhibits any of these symptoms while in the class you will be paged to pick them up. Your cooperation on following these guidelines will keep our preschool a safe environment for all who use it. Staff cannot give any medication to children.

## **YOUR CHILD' S NEEDS**

On Sundays, a snack and water will be offered in the nursery rooms. If your child has food allergies, please make our staff aware of it. It is not possible for the staff to feed children meals. Please make sure your child is fed their meal before they arrive.

## **YOUR CHILD'S BELONGINGS**

There are many items brought to the class that are alike. We want to be sure that your child's items are used by them and go home with them. Please label in a visible place everything your child brings.

## **DONATING ITEMS**

We will be happy to accept donated equipment and toys. We reserve the right not to use and will discard these items if they are broken or have missing pieces and/or are unsafe for use in the Nursery. Contact the assigned person through the church office if you have any donations.

## **VOLUNTEERS**

If you volunteer, you will be asked to volunteer occasionally, usually on Sundays. You will be in a room with a regular staff person and will be asked to help them with the children in their care on that service. This may be coloring, reading stories. Volunteers with children older than assigned room are asked to put them in assigned room. Other kids who are related to volunteers or not in Children's Church or not permitted in rooms unless approved by Children's pastor. This policy needs to be strictly enforced.

## **EMERGENCIES**

Some Staff are CPR / FIRST AID approved and other volunteers are being trained. We have posted in each room both fire and severe weather emergency plans. Our staff is trained to handle these situations. Please know that your child will be taken care of if these situations should arise.

Parents coming to the class to get their children will add to any confusion there may be. If there is a fire, your children will be evacuated to a assigned area. Please allow us to evacuate them.