



MINISTRY HANDBOOK

Including but not limited to ...

Sunday School

Extended Session

Discipleship Training

Children's Choir

Missions

Summer Kids Ministry

Vacation Bible School

Special Events

Welcome to the Preschool and Children's Ministries of Brainerd Hills Baptist Church!

Jesus said, *“Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these.”* (Matthew 19:14) As a Children's Minister, I love this story! What strikes me most about Jesus in this passage is not that he interrupted a meeting with adults to take time for some children. The really neat thing to me is what He said. Most adults would have said something like, “let the children come to me, for *some day* they will grow up and become important.” But Jesus does not look at the children this way. He saw something in these little ones besides the future. Jesus recognized that children have value in just being children.

It is our goal at Brainerd Hills Baptist Church to look at children in the same way that Jesus does! Psalm 127:3-4 says, *“Behold, children are a heritage from the Lord, the fruit of the womb is a reward. Like arrows in the hand of a warrior, so are the children of one's youth.”* (NKJV) The description here suggests that if children are like arrows, then they ought to be aimed. In hunting and warfare there is always an intended target, and the hunter or soldier must aim with precision and fire with accuracy in order to hit that target. At BHBC, the center of the target is the glory of God. We want your children to be people who bring glory to God by trusting in Him, hoping in Him, and who possess an unshakable faith that is only satisfied in having a relationship with Jesus! Our hope is that during their time here they would gain an ever expanding knowledge that shapes their hearts as well as their minds leading them not only to do right things, but delight in doing the right things, knowing that this is pleasing to God.

Finally, we want children at BHBC to feel loved, and have happy church experiences as they grow. We take seriously our privilege and responsibility to provide quality Bible-teaching and quality care in a clean and safe learning environment.

With these thoughts in mind, this handbook has been completed to provide information and clarification concerning our programs and ministries for preschool and school age children. The guidelines contained within are not intended to be restrictive. Rather we hope they will serve to enhance and improve our ministry. Please read this manual carefully. Your cooperation with us in this effort is greatly needed and appreciated. If you have questions and suggestions, please feel free to call us.

I am glad to be a part of Brainerd Hills Baptist Church, a place that not only believes that children are important, but childhood is worthy of our investment. May you and your family have many happy and rewarding experiences through your involvement here.

Sincerely,

Michael Steffey

Minister of Preschool and Children

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- Opportunities for Children -

WEEKLY OPPORTUNITIES

The best way for kids to find their place at BHBC is to jump into the numerous weekly opportunities that are going on all the time! Through these opportunities, our kids learn more about relating to their friends, their families, their community, their world and God. We are pleased to offer a wide variety of activities that do more than keep children busy! The best part is, children of all ages can grow spiritually while having a lot of fun in the process!

SUNDAY SCHOOL is our primary small group ministry for preschoolers and grade school children to grow in their relationship with God. Opportunities are open for babies through sixth grade at both 8:30 AM and 9:45 AM. Children enjoy a special time of Bible stories, singing and learning activities.

EXTENDED SESSION is a great opportunity for preschoolers (babies to kindergarten) to worship God with children their own age through Bible discovery and interactive games. Extended Session takes place during the second worship hour each Sunday Morning.

SUNDAY NIGHT CHILD CARE is provided for babies to kindergarten during the worship hour.

On SUNDAY NIGHTS during the Spring and Fall, BHBC offers special 8 to 12-week DISCIPLESHIP OPPORTUNITIES for school age children. These classes provide children a more intensive opportunity to develop a deeper spiritual foundation. Child care is provided for preschool age children during these times.

WEDNESDAY NIGHTS at BHBC are very exciting! The BHBC Children's WORSHIP ARTS MINISTRY is a fast-paced musical experience for 3 year olds - 6th Grade. Six different classes are offered for the various age groups led by very capable leaders. If your child loves music, drama, and movement; bring them to rehearsals beginning at 6:00 PM. Immediately following choir, children are encouraged to participate in one of the various MISSIONS EDUCATION classes that are offered. An understanding of mission's education is very important in the spiritual formation of children. We want children to understand that as a Christian, Jesus commands us to go unto the entire world with the "good news". Children are introduced to missions through lessons about other countries, correspondence with missionaries and occasional visits from missionaries. MISSION FRIENDS is offered for preschoolers, ROYAL AMBASSADORS (R.A.'s) for school-age boys, and GIRL'S IN ACTION (G.A.'s) for school-age girls.

CLASS SCHEDULES AND LOCATIONS

SUNDAY MORNINGS

ROOM

- **8:30 AM Sunday School**

- Babies 122
- 1's, 2's 116
- 3's - Kindergarten 117
- 1st - 3rd Grade 221
- 4th - 6th Grade 219

- **9:45 AM Sunday School**

- Babies (0-6 Months) 122
- Babies (7-12 Months) 121
- Toddlers – 1 (13-18 Months) 117
- Toddlers – 2 (19-24 Months) 116
- “Nursing Mommies” 119
- 2's 114
- 3's 115
- 4's 139 (Mason Building)
- Kindergarten 141 (Mason Building)
- 1st Grade 223
- 2nd Grade 221
- 3rd Grade 224
- 4th Grade 222
- 5th Grade 219
- 6th Grade 215

- **11:00 AM Extended Session**

- Babies (0-6 Months) 122
- Babies (7-12 Months) 121
- Toddlers – 1 (13-18 Months) 117
- Toddlers – 2 (19-24 Months) 116
- “Nursing Mommies” 119
- 2's 114
- 3's 115
- 4's 139 (Mason Building)
- Kindergarten 141 (Mason Building)

CLASS SCHEDULES AND LOCATIONS

SUNDAY EVENINGS

ROOM

- **5:00 PM Discipleship opportunities**

- Babies 122
- Toddlers 116
- 3's - Kindergarten 114/115

- **6:00 PM Sunday Night Worship**

- Babies 122
- 1's, 2's 116
- 3's – Kindergarten 114/115

Wednesday Nights

Room

- **5:30 PM Preschool**

- Babies 122
- Toddlers 116
- 2's 114

- **5:30 PM Fellowship Meal**

Activity Center

- **6:00 PM Preschool Choir**

- 3's (6:15PM) 115
- 4's 139 (Mason Building)
- Kindergarten 141 (Mason Building)

- **6:00 PM Children's Choir**

- 1st & 2nd Grade 221/222
- 3rd & 4th Grade 223/224
- 5th & 6th Grade 219

- **7:00 PM Mission Friends**

- 3's 115
- 4's, 139 (Mason Building)
- Kindergarten 141 (Mason Building)

- **7:00 PM R.A.'s**

- 1st – 6th Grade 221/222

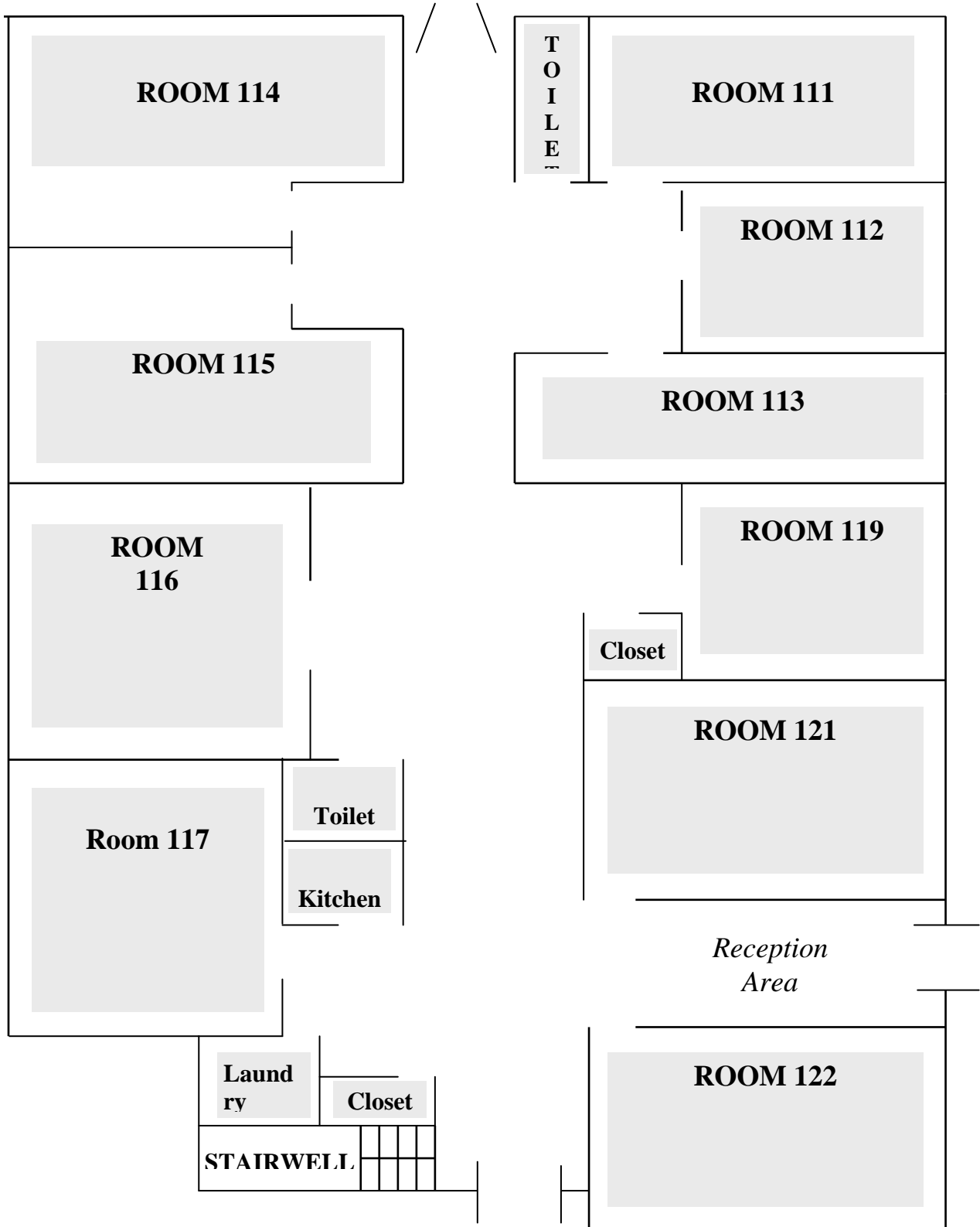
- **7:00 PM G.A.'s**

- 1st & 2nd Grade 224
- 3rd & 4th Grade 223
- 5th & 6th Grade 219

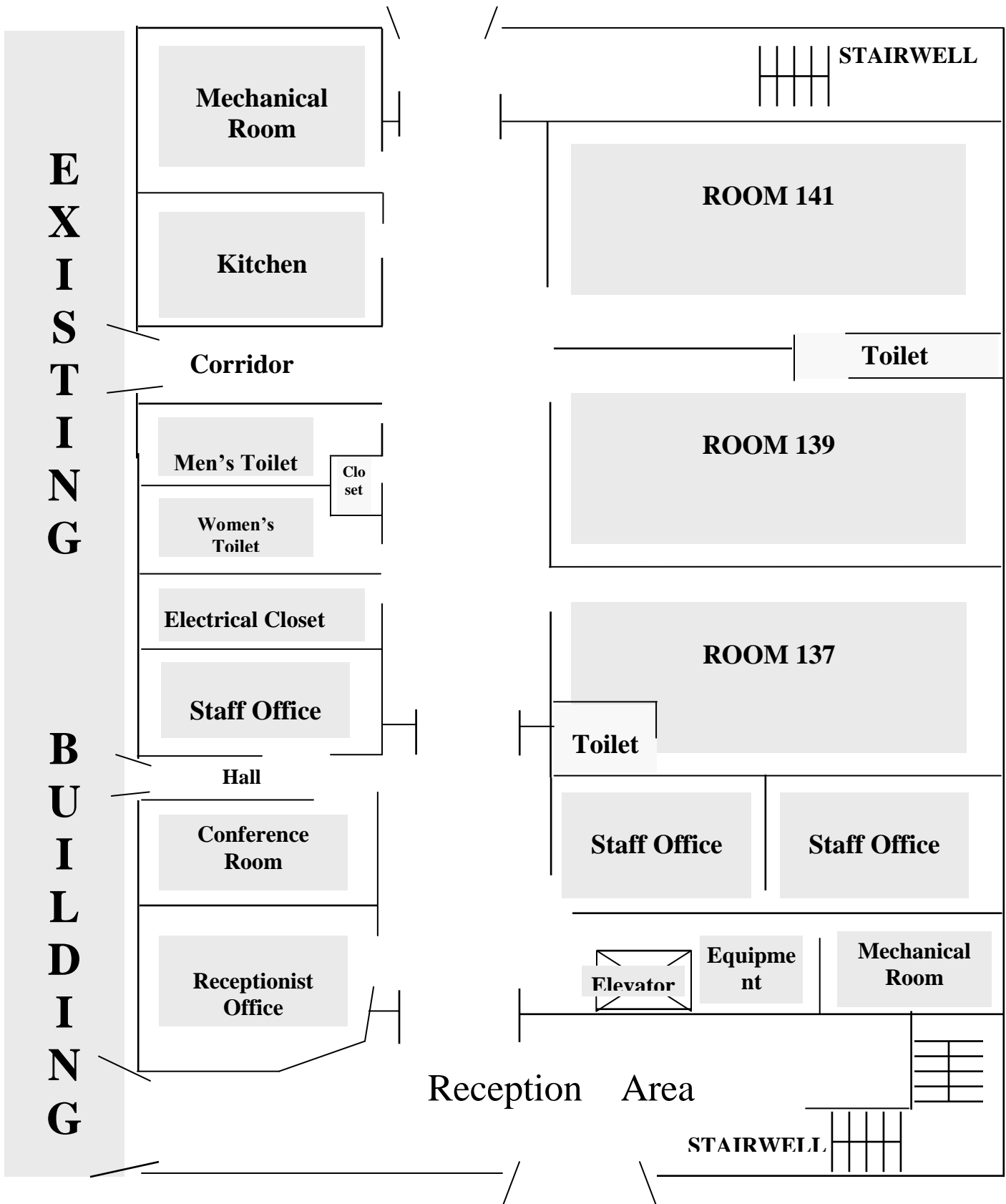
- **8:00 Hour**

- Preschool 116
- 1st – 6th Grade 221/222

Preschool Wing – 1st Floor

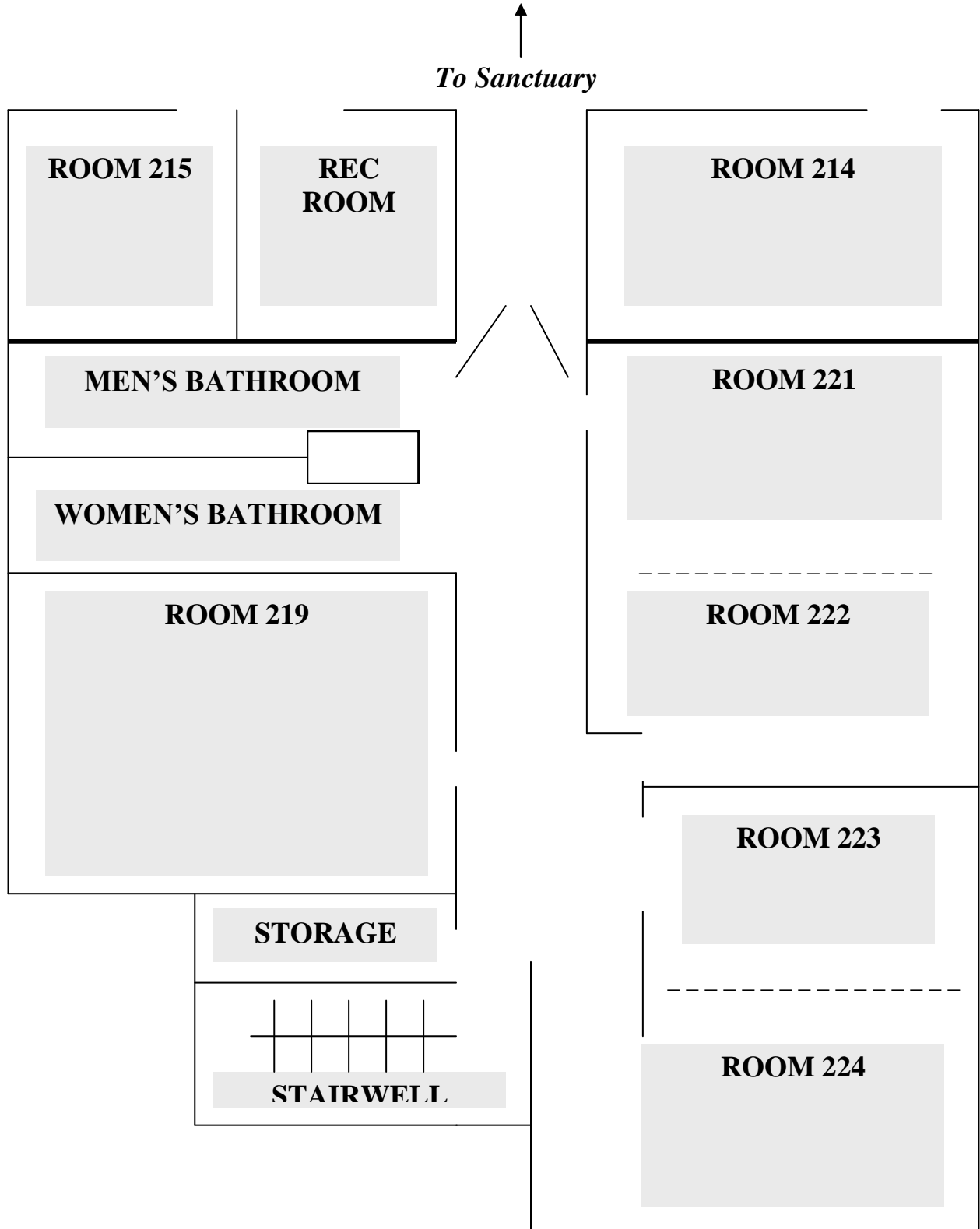


Mason Building – 1st Floor



Brainerd Hills Baptist Church, Chattanooga, TN

Children's Wing – 2nd Floor



ANNUAL OPPORTUNITIES

Throughout the year BHBC offers a wide variety of ministries and activities for children of all ages. These include events such as VBS, Kids Camp, and Fall Festival. We encourage you to pick up a copy of the BHBCKids calendar found at the various information areas around the church for current dates and details. It would also be a good idea to keep an eye on the church bulletin, newsletter and website for any changes that might come up.

A FEW SPECIAL OPPORTUNITIES

PARENT/BABY DEDICATION SERVICES

The parent/child dedication ceremony takes place on months with a fifth Sunday during the morning worship hours. This is a time for parents to publicly express their commitment to raising their child in a Christ-centered home as they lay spiritual foundations that will one day make it possible for their child to accept Jesus as their Savior. This ceremony also gives the church family the opportunity to show their support for the parents in this most important task. Arrangements for the ceremony are made through the Minister of Preschool and Children.

FIRST GRADE BIBLE DAY AND ORIENTATION

Moving from Preschool to Children's ministry can be a big step for a child. BHBC celebrates this by offering a special one hour orientation for new 1st grade children and their parents. The children who participate will receive a preview of our ministries to children, an introduction into what "big church" is like, and are presented a new Bible! With all that children will be learning as they grow, it is our prayer that they come to treasure God's Word above all else.

- General Policies -

1. Preschool and children's facilities will open for receiving children at least 15 minutes prior to regular church wide activities and services.
2. Children should not come to church if they have been ill within the previous 24 hours. Refer to the Health Policies below for further clarification.
3. All children must be brought to their classes by a parent or adult guardian. Preschoolers will only be released to the parent or adult guardian who presents the security sticker. Family members should pick up first and second graders. Third through sixth graders will be released after class unless the parents specify otherwise.
4. A parent should come for his/her child immediately following the service or function. This prevents children from becoming upset when they have to wait too long and also shows respect for the child's teacher. Do not send children to pick up your child as teachers may need to relay information.
5. To avoid congestion in the preschool and children's facilities, it is recommended that only one parent deliver and pick up the child from his/her room.
6. Children may be brought to the preschool and children's area only when the person bringing them is attending a church function.
7. For the safety of our younger children (age 0 through kindergarten) and to provide the best teaching environment, only preschoolers and approved teaching personnel are permitted in preschool rooms.
8. Preschool and children's facilities will be available only when under the supervision of authorized personnel. Under no circumstances are children to be left in the preschool or children's facilities unattended at any time.
9. In order to provide safety and enable teachers to provide activities that meet the needs of children, the use of the preschool and children's facilities and equipment is limited to the preschool and children's ministry unless approved otherwise by the Minister of Preschool and Children. (Preschool and Children's rooms and furnishing are not multi-age appropriate.)
10. Supplies and/or equipment may not be added or removed from the preschool and children's rooms without consultation with the Minister of Preschool and Children.
11. Preschool and children's workers will not administer medication to children. If necessary, parents may administer medication themselves.
12. For the safety of our preschoolers and school age children and the liability protection of our adults, at least 2 teachers should be in the room with children during any given session (*The Two Adult Rule is a recommended safeguard from our church insurance company.*)

- Parent Responsibilities -

Parents are a child's first and most important teachers. Teachers at church count it a privilege to partner with parents in laying foundations for faith in young lives.

Parents can help teachers by observing the following guidelines:

1. Become familiar with the BHBCKids Ministry Handbook. This handbook has been adopted by our Preschool and Children's Ministry for the well being of every child in our care.
2. Remember that each policy and guideline is based on the desire to provide a safe, secure learning environment for your child. If you do not understand the reason for a policy or guideline, please ask the Minister of Preschool and Children, or your child's teacher to discuss it with you.

BEFORE COMING TO CHURCH

1. Remember to *label* all items (i.e. diaper bags, pacifiers, bottles, cups, toddler snacks, infant seats, clothing, etc.) with your child's name.
2. Preschoolers who are being toilet trained need to bring extra changes of clothing in a labeled bag. Clothes should be easy to take off and put on.
3. Leave personal toys at home. They make sharing too difficult and may not be appropriate for use in teaching. (An infant's "security toy or blanket" would be an exception.)
4. Bring your child regularly to church. He will feel more secure and eager to enter his room when church becomes his established routine.
5. Talk positively about church throughout the week and on your way to church. Mention friends and teachers they will see at church. Be positive! Your attitude is catching!

ARRIVING WITH PRESCHOOLERS AT CHURCH

1. When bringing your preschooler to a classroom, please knock at the door and wait for a teacher to greet you and your child with a personal welcome.
2. Give teachers any necessary information about your child. (Allergies, special physical needs, feeding and sleeping preferences, etc.) Update a BHBC Information Card as needed. These cards are located at the Welcome Center Desk and at the Sign In tables in the Preschool Department. Allergy Alert stickers are available if needed.
3. Parents of preschoolers will fill out a Security Sticker (and Pager if requested,) which must be presented when you return for your child (See Security). Allergy Alert stickers are also available if needed.

4. Complete the Security Sticker before leaving your child. Be specific about any special instructions and your location in the building so teachers can find you quickly in case of an emergency (See Security).
5. For the security of our preschoolers and their best teaching environment, parents and siblings *should not enter the preschool room*. (Nursing mothers are an exception.) Traffic in and out of the preschool room causes disruptions in teaching and unnecessarily upsets young children already in the room.
6. Tell your child you will be back for him, and then leave promptly. Prolonging the goodbye only makes separation more difficult for young children. Should your child experience prolonged anxiety, teachers will send for you.

Special note to parents of younger preschoolers: if you need to check on your child, ask a preschool staff person to help you. They can check and give you a report. Your baby is smart and knows the sound of mother's voice! If you check on your child yourself after he has settled in and your child becomes upset because he sees or hears you, please be prepared at that time to take your child with you. It may be too difficult for your child to separate from you more than once.

CALLING FOR PRESCHOOLERS

1. When returning for your child, *knock on the door, show* your child's Security Sticker to the teacher, and *wait* for your child to be brought to you. (Waiting outside the door prevents other children from becoming anxious while awaiting their parents' arrival.)
2. Your child will only be released to the parent/guardian who presents the matching Security Sticker. (Your child will not be released to a sibling or another child.)
3. Explain to grandparents, other adult relatives and friends that your child will not be released to them unless they present your child's Security Sticker.

TIPS AND SUGGESTIONS

1. If a child has a problem at church, it is better to discuss this with his teachers at a time other than Sunday morning. Never discuss a child's problem in his presence.
2. Parents are encouraged to participate in Parenting Events offered at church throughout the year. These may include topical studies, workshops, conferences, and training sessions for preschool and school age child leadership.
3. Use the "take-home" literature provided by Sunday School. These will help you continue at home what your child learned at church!

- Health Policies -

1. For the protection of all children and adults at church, parents are requested not to bring a child who appears to be ill.

The Committee on Control of Infectious Diseases of the American Academy of Pediatrics recommends a child should not be taken from home when any of the following exists:

- Fever – currently or within the previous 24 hours (without medication)
 - i. Any oral temperature over 100 or
 - ii. Rectal temperature over 101 or
 - iii. Maxillary temperature over 99
 - Vomiting or diarrhea
 - Any symptom of a childhood disease such as scarlet fever, German measles, mumps, chicken pox, or whooping cough
 - Common cold – from the onset through one week or if there is:
 - i. Runny nose with yellow/green discharge which may represent infection or
 - ii. Cough which may represent bronchitis or pneumonia or simply post-nasal drip, but one cannot be sure at first.
 - Sore throat
 - Croup
 - Any unexplained rash
 - Any skin infection – boils, ringworm, impetigo
 - Pink eye or other eye infection
2. A Parent will be notified if a child develops illness during children activities. The child will be separated from other children and the parent/guardian called to remove the sick child.
 3. No medications of any kind will be given to a child except by a parent or guardian. (All medication should remain in the parent's possession.)
 4. If a child contracts a childhood disease following a session at church, parents should notify the Minister of Preschool and Children so that other parents and teachers may be informed.
 5. Parents should report any allergies and special needs to church – preferably in writing. A caution sticker is available to place on the child's clothing to alert teachers.
 6. All toys used by young preschoolers are washed and sanitized before, during, and after each teaching session.
 7. Parents or guardians are asked to inform the Minister of Preschool and Children of allergies or serious diseases so he can see to it that their needs are met and the safety of the other children is maintained. (Allergy Alert stickers are available if needed.)

- Security -

BHBACKIDS INFORMATION CARDS

Child contact and personal information is maintained by the Preschool and Children's ministry at BHBC on all of our preschoolers and children. This information is helpful for such purposes as emergency contact information, birthdates, and special instructions. Parents/guardians are asked to update their contact and personal information as it changes. Information Cards are available at the Welcome Center Desk in the Preschool Department.

SECURITY STICKERS

Security Stickers are our means of identifying the parents or guardians of children in Brainerd Hills' Preschool Ministry. The Security Sticker's purpose is: (1) to assure parents/guardians that their child will be released only to the appropriate adult holding the child's card; and (2) to enable teachers to be confident they are releasing children to appropriate persons.

WHY DO WE NEED SECURITY STICKERS?

1. Teachers cannot know the parents/guardians of every child. Situations in which this is true include attendance by guests, infrequent attendees, new or substitute teachers and staff changes between Sunday School and Worship. The teacher who met the parent when the child arrived may not be in the room when the child leaves.
2. Non-custodial parent kidnapping and stranger abductions are no longer unheard of in churches.
3. Older siblings, relatives or friends may want to take a child from the room. Whether or not this is acceptable to the parent, the teacher should not be responsible for making the judgment on releasing the child.

CHECK-IN / OUT PROCEDURE:

1. Guests will complete a BHBCKids Information Card when they check in at the Welcome Center Desk. Guests will then be escorted to the appropriate room for their child.
2. Parents / guardians are asked to update A BHBC Information Card as needed. These cards are located at the Welcome Center Desk in the Preschool Department.
3. Parents /guardians will complete a Security Sticker (and pager if requested) upon arrival at each service. Security Stickers are located at the Welcome Center Desk as well as at the designated check in tables. Allergy Alert stickers are also available upon request.
4. Parents/guardians will complete the Security Sticker, being specific about any special instructions and their location in the building. Parents will place the child portion on the child and keep the parent portion with them.
5. When returning for the child, parents/guardians should knock on the door of the preschool room and show the Security Sticker to the teacher.
6. The child will only be released to the adult bearer of a matching Security Sticker.
7. If parents/guardians misplace the Security Sticker, the Minister of Preschool and Children or approved designee will be contacted to make the final decision on releasing a child (not the teacher).
8. Parent custody/legal guardianship changes must be reported to the Minister of Preschool and Children. (Written legal documentation must be presented and kept on file.)

ADDITIONAL SECURITY MEASURES

1. Appointed ushers/deacons patrol the church campus during worship services.
2. Children's Building exterior entrances will be locked during Worship Services.

- Child Abuse Reporting Policy -

It is a priority of Brainerd Hills Baptist Church to have policies and procedures which enhance the protection of children and minimize the risk of child abuse or sexual molestation within the programs and activities of our church. We also highly value our employees and volunteers, and want to protect them against false accusations. Thus we have established guidelines for those who are working with children and youth, whether paid staff or volunteers. What follows is the reporting policy in the event a suspected incident of child abuse occurs.

REPORTING PROCEDURES FOR THE MINISTER OF PRESCHOOL AND CHILDREN

In the event a suspected incident of child abuse, the Minister of Preschool and Children will follow these procedures:

1. The incident will immediately be reported to the Minister of Preschool and Children or another pastoral staff member.
2. All efforts to handle the incident will be documented immediately by the Minister of Preschool and Children. (See Suspected / Alleged Abuse Report Form.)
3. The Minister of Preschool and Children will contact the proper civil authorities – they, not our church, will handle the investigation.
 - a. According to Tennessee law, all suspected incidents of child abuse must be reported to:
 - i. The county Department of Children’s Services, or
 - ii. The local juvenile court, or
 - iii. The local Sheriff/Police.
4. The Minister of Preschool and Children will notify the parents, guardians, or teachers if appropriate.
5. Take allegations seriously, reach out to the victim and his or her family and treat the accused with dignity and support.
6. If the accused is a church volunteer or employee, that person will be relieved temporarily of his or her duties until the investigation is finished.
7. Safeguarding the privacy and confidentiality of all involved will be our priority.

REPORTING PROCEDURES FOR TEACHERS

1. If a child or student is observed to have signs of physical abuse (bruises caused by hitting, unexplainable injuries, etc.), teachers should call these things to the attention of a pastoral staff member immediately.
2. If a child or student verbally accuses a family member or other person of abusing them in some way, the teacher should ask appropriate questions in an attempt to determine the veracity of the claims and the imminence of danger. If the truth of the claims seems clear, the matter should be immediately brought to the attention of a pastoral staff member. If the truth of the claims seems questionable, the claims should still be brought to the attention of a pastoral staff member on the same day that the claims are expressed.
3. Whether clearly true or questionable in the estimation of the teacher, the allegations or observations should be put in writing on the day of the incident, including a verbatim/exact account of the observation and/or accusation. Every detail of the events—including date, time of day, names of persons involved, etc.—should be included in this report. The person making the report should then give this report to the Minister of Preschool and Children. These reports must be kept safe and confidential. The pastoral staff will be responsible for making a determination as to the appropriate actions to be taken as follow-up to these observations/accusations. (See Suspected / Alleged Abuse Report Form.)

State law requires the reporting of all suspected cases of abuse or neglect. Consult the attached Tennessee Department of Children's Services document (Appendix A) for descriptions of abuse and state abuse reporting hotline.

- Safety -

At Brainerd Hills Baptist Church, we believe a few simple procedures are a small price to pay for the safety and security of preschoolers and school age children and for the peace of mind of teachers and parents.

1. Only persons 18 or older may teach in the Preschool and Children's Ministry. (See "Youth Helpers" for information regarding teenage helpers).
2. All preschool and school age children's classes and activities should have at least 2 teachers present for any given session. If the teachers are related, it is recommended a third non-related teacher be enlisted. (The *Two Adult Rule* reduces the risk of child sexual abuse, and also reduces the risk of false accusations of molestation. According to *Church Law Today*, the legal ramifications are that two related individuals are considered as one person, therefore requiring a third, unrelated person in the room.)
3. Teacher-child ratios should be maintained. (See Teacher-Child Ratios.)
4. Because preschool and school age children's equipment and room furnishings are developmentally specific and age specific, only preschoolers and school age children may use Preschool and Children's Ministry facilities.
5. Entry into preschool and school age children's rooms is limited to children and their teachers during teaching sessions (unless prior arrangements have been made with the teacher or Minister of Preschool and Children, Division Directors, and Extended Session Host/Hostess).
6. Each department door has a window for teachers to see who is at the door and parents to see inside the room. (However, "peeking" in the window should be done sparingly! Onlookers unnecessarily upset young children and distract teachers from their tasks.)
7. Names of children with food allergies will be posted in plain view.
8. Food served for tasting activities will be posted to notify parents.
9. Bottles, "sippy" cups and pacifiers MUST be labeled with the child's name.
10. Running, shouting, etc. should be reserved for outside play, or to rooms designated for such use.
11. Because of the potential danger for eye damage, GLITTER should not be used with preschoolers.
12. First Aid Kits are located in the Preschool Kitchen, the Cabinet above the sink outside the Resource Room on the first floor, and in the supply closet between the bathrooms on the second floor.
13. The nearest telephone is located at the welcome desk in the preschool hallway, and in the hallway going toward the Sanctuary on the second floor.

Brainerd Hills Baptist Church, Chattanooga, TN

IN CASE OF EMERGENCY

DISASTER

1. In case of fire or other disaster, emergency evacuation routes are posted in each room.
2. Fire Extinguishers are available in the halls and are well marked.
3. Teachers in each room will...
 - a. Count children
 - b. Take children to the **back** parking lot.
 - c. Recount children once outside the building

WEATHER EMERGENCY

1. In case of Tornado or weather emergency, teachers in each room will take children to the hallways.

HANDLING ACCIDENTS / INJURIES

1. In the unlikely event a child is injured seriously, parents and the Minister of Preschool and Children will be notified immediately. **The Minister of Preschool and Children can be contacted at any time during regular church services by dialing pager # 7.**
2. If a child sustains a minor injury (i.e. bump, bruise, scrape), parents will be notified when the child is picked up.
3. First Aid Kits are located in the Preschool Kitchen, the Cabinet above the sink outside the 3 year olds room on the first floor, and in the supply closet between the bathrooms on the second floor.
4. *An Accident Report Forms* will be completed for every accident. *Accident Report Forms* are located in the Preschool Welcome Center Desk and in the supply closet between the bathrooms on the second floor. These reports will be signed and dated by the teachers and parent/guardian, and kept on file. (See Accident/Injury Form.)

The Minister of Preschool and Children can be contacted at any time during regular church services by dialing pager # 7.

- Teacher-Child Ratios -

Proper teacher/child ratios in each class allow teachers to provide quality learning experiences and more adequately meet the needs of each individual child. The number of children in a class and the ratio of teachers to children are determined by the age of the child. (An additional teacher may be needed for each child with special needs.)

AGE	RATIO	RECOMMENDED ENROLLMENT*	TOTAL (Including Teachers)
Babies	1 teacher / 2 children	8	12
Crawlers /Walkers	1 teacher / 4 children	9	12
2's	1 teacher / 3 children	9	12
3's – 5's	1 teacher / 4 children	12	16
1 st – 6 th Grade	1 teacher / 6 children	20	24

**Includes Prospects*

Sometimes multi-age grouping of children is needed. Literature/curriculum is available.

Babies – Twos in one room	(Ratio – 1 to 3; Total Enrollment – 12)
Threes – Kindergarten in one room	(Ratio – 1 to 4; Total Enrollment – 15)
Babies – Kindergarten in one room	(Ratio – 1 to 3; Total Enrollment – 12)
1 st -6 th Grade in one room	(Ratio – 1 to 6, Total Enrollment – 24)

(The Two Adult Rule: At least two adults must be in the room with children at all times.)

Brainerd Hills Baptist Church's standards for teacher/child ratios meet or exceed the recommendations of the *National Association for the Education of Young Children* (NAEYC) and the *National Association of Early Childhood Specialists in State Departments of Education* (NAECS/SDE). Additionally, we strive to meet the minimum recommended space requirements in each preschool room of 35 square feet per child and in each school age child room of 20-25 square feet per child.

- Promotion -

At Brainerd Hills Baptist Church, promotion of children to the next age level is based on the Sunday School year and follows the Hamilton County School System.

Our Sunday School year runs from September through August. On the first Sunday in September, all preschoolers who have turned three years of age by September 30 promote to the next age level. Children under the age of three may advance to new rooms based upon maturation at any time during the Sunday School year (and as space is available.) These children are grouped into the following classes:

- Babies (0-6 months)
- Babies (7-12 months)
- Toddlers 1 (13 – 18 months)
- Toddlers 2 (19 – 24 months)
- Twos

Toddlers who turn three years of age after September 30, remain in a Twos class until the following September.

Grade school children are grouped and promoted according to their grade level in school. It is our suggestion that if a child is held back in school (for any reason) they remain in the matching Sunday school class. Children will be promoted to Youth once they have completed 6th grade.

Each fall, as the new school year begins, Music, Missions, and Discipleship organizations start for preschoolers and children. If these programs begin before the first Sunday in September, the new Sunday School year promotion dates will still apply.

ROOM CHANGES

A child may only be moved from a room by the Minister of Preschool and Children, Division Director, or Extended Session Host / Hostess. Any requests regarding such must be made to the afore mentioned.

- Screening and Selection Procedures for Teachers -

SCREENING PROCEDURE

In recent years, news stories of violence and abusive conduct toward children by adults have been shocking. Child sexual abuse seems to be increasingly in the headlines. It leads us to the obvious question, “Could something like that happen here at Brainerd Hills Baptist?”

We believe preventative measures help to avoid potential problems. In addition to the simple, effective policies and procedures in place, we request all those who work with minors* complete a “*Request for Individual Records Check*”. This form is to be completed by all volunteers for any position involving the supervision or custody of minors and by all church employees who will have contact with minors in church facilities or on church sponsored activities. This form will then be submitted to the Chattanooga Police Department for a criminal record check and be kept in a confidential file maintained by the Senior Associate Pastor. The Church will pay the processing fee for the records check.

This screening process will help our church family work as a team toward a common goal of being proactive rather than reactive in providing a safe and secure environment for all boys and girls who participate in our ministries and use our facilities. We also want to protect employees and volunteers from false accusations. We want our church to be the safest and most loving environment possible for every person who enters our doors.

In addition to these primary concerns, we must exercise due diligence in protecting Brainerd Hills Baptist against any type of litigation. All personal information will be handled with discretion and confidentiality.

Note: Brainerd Hills Baptist Church reserves the right to disqualify any individual based on information derived from the Request for Individual Records Check from serving in a voluntary or paid position as it deems necessary.

**A minor is defined as any child less than 18 years of age.*

SELECTION PROCEDURE

Teachers in the preschool and school age ministry of BHBC play a vital role in laying a spiritual foundation for children. *All teachers must be professing Christians*, men and women who want to love and nurture children.

VOLUNTEER TEACHERS

Volunteers provide the teaching and ministry for regular church programs and organizations. To be considered for a volunteer teacher position, an individual should:

1. Be a member of Brainerd Hills Baptist Church for at least 6 months. (Exceptions must be approved by the Minister of Preschool and Children and / or the Nominating Committee.)
2. Submit a Request for Individual Records Check.
3. Be willing to follow all policies and procedures in the BHBCKids Ministry Handbook.

EMPLOYED TEACHERS

Employed teachers may be used at the discretion of the Minister of Preschool and Children to supplement teaching staff needs. To be considered for employment, an individual should:

1. Be a member of Brainerd Hills Baptist Church for at least 6 months. (Exceptions must be approved by the Personnel Committee.)
2. Submit an employment application, and a “Request for Individual Records Check”.
3. Successfully complete an interview with the appropriate supervisor.
4. Upon hire, sign a statement acknowledging that you have read and agree to abide by all policies and procedures in the BHBCKids Ministry Handbook.
5. Time sheets are kept in the Preschool Kitchen. A sign in sheet will be used to log time-in and time-out. Check with the Preschool Division Director before you leave.
6. Pay periods are from the 1st through 15th and from the 16th through 30th/31st. Checks are distributed by the Preschool Division Director.

TRAINING

All teachers (volunteer or employed) will be expected to attend periodic training sessions each year. For employed teachers, this training is mandatory. Most training opportunities are offered at Brainerd Hills. However, other opportunities occasionally become available that teachers will be encouraged to attend. Training will help ensure all teachers are well prepared and informed about curriculum, teaching methods, safety and security procedures, and other important preschool and school age children’s ministry issues.

- Expectations of Teachers -

1. Use and teach according to the literature/curriculum furnished by the church.
2. Plan regularly with other teachers.
3. Prepare the room and have materials gathered and ready to teach BEFORE the first child arrives. Be in the classroom a minimum of 15 minutes before the session begins.
4. Actively interact with the children in your class.
5. Be a good steward of your time in the class.
6. If taking the children from the room, leave a note on the door indicating location.
7. Be responsible for securing a substitute when absent and notify the Minister of Preschool and Children in advance when possible. Be sure the substitute is provided with the necessary teaching plans. All substitutes must be approved by the Minister of Preschool and Children. If a question arises as to who is an approved substitute, a substitute list is maintained by the Minister of Preschool and Children. (In the event an emergency arises contact the Minister of Preschool and Children as soon as possible.)
8. Maintain weekly records and reports. A class clipboard is provided each week containing announcements, enrollment information, and offering envelopes. Mark the rolls accurately for each hour. Add any changes of address, phone number, birthday, etc.
9. Visit, make contacts, and minister to children in your class and their families (including visitors and prospects).
10. Assist in cleaning the room and putting away all materials at the end of the session. Keep all cabinets well organized and return items that do not belong in the room to their proper place (See Resource Room).
11. Cooperate with teachers in other preschool and children's ministries concerning room arrangement and storage/use of materials.
12. Participate regularly in both corporate and personal worship and Bible study.
13. Support the work of the church through prayer, tithing and faithful service.

- Expectations of Division Directors -

1. Coordinate the work of your division and determine the organizational needs.
2. Cooperate with Minister of Preschool and Children in finding, enlisting, and training teachers and substitutes for each age division.
3. Act as a liaison between the teachers and Minister of Preschool and Children.
4. Pray for and with other teachers.
5. Greet children and their parents at the door as they arrive.
6. Notify Minister of Preschool and Children of any urgent need that arises with children or their families, (serious illness, deaths, financial crisis, etc.).
7. Maintain department Security System (card, pagers).
8. Maintain division records.
9. Work with Minister of Preschool and Children in developing a budget.
10. Lead in evaluation of the work of the division.
11. Encourage and support teachers by making frequent contact with and praying for children and their families.
12. Assist in Extended Session as needed.

- Expectations of Paid Childcare Coordinator -

This position involves support duties for the Minister of Preschool and Children and coordination of the paid preschool teachers. In addition to the Expectations of Teachers and Division Directors, the paid Childcare Coordinator is responsible for the following:

1. Coordinate the work of the paid childcare teachers and determine the organizational needs.
2. Cooperate with Minister of Preschool and Children and Personnel in finding, enlisting, and training paid childcare teachers.
3. Act as a liaison between the paid childcare teachers and Minister of Preschool and Children.
4. Maintain paid childcare payroll hours and turn into financial secretary office (on 2nd and 4th Sundays).
5. Stock needed supplies and groceries weekly.
6. Work with Minister of Preschool and Children in developing a budget.
7. Before services:
 - a. Make sure bags are in diaper containers.
 - b. Make sure the changing tables have enough wipes, plastic bags, gloves, etc.
 - c. Put toys out from kitchen.
 - d. Make sure paid preschool teachers have all necessary supplies.
8. After Services
 - a. Remove trash, dirty cups, bibs and blankets, toys, etc. from Babies, Walkers, and Crawlers rooms.
 - b. Wash dirty dishes, bibs and blankets, and toys (See Room Cleaning Procedures).
 - c. Clean counter in kitchen.

- Extended Session -

HOST / HOSTESS

Extended Session is a continuation of Bible learning activities and care for preschoolers (birth through Kindergarten) during the worship service. This important ministry relies on the participation of parents, preschool teachers, and volunteers from our church family.

1. Be available to greet members and visitors 15 minutes before the session or service begins. Visitors often arrive earlier than members!
2. Wear a name tag.
3. Open outside doors for parents coming from parking lots and offer assistance with children and their belongings.
4. Greet visitors warmly with a smile. Help them feel welcome.
5. Assist with children who are visiting and secure complete information from the parents. Assist, if needed, with the completion of an Information Card. (Parents will probably have their hands full with belongings and children in a strange place!)
6. Inform parents of the Security policies related to the Security Sticker (See Security). Assist parents with the completion of a Security Sticker (and Pager sign out if requested). Allergy Alert stickers are also available if needed.
7. As you walk the family to the child's room (taking youngest child first) talk about our policy that asks parents to remain outside the door when leaving or picking up their child. Help them understand this is for the safety and security of their child as well as others already in the room.
8. Knock at the classroom door and briefly introduce the child and his parents to the teacher. Help parents **make the break quickly** from the child. Assure the parent that their child will be fine but if the child should be overly upset we will send for them.
9. Show parents the way to the sanctuary or escort them to an adult Bible Study class.
10. Tell parents again how happy we are to have them with us today!

EXTENDED SESSION TEACHERS

Extended Session is a continuation of Bible learning activities and care for preschoolers (birth through Kindergarten) during the worship service. This important ministry relies on the participation of parents, preschool teachers, and volunteers from our church family.

1. Training will be provided for everyone who teaches in Extended Session.
2. All Extended Session teachers will receive in the mail a reminder card informing them of their Sunday to teach and a lesson plan from which to teach. Needed supplies can be found in the Resource Room (See Resource Room).
3. If an Extended Session teacher cannot teach on his assigned day, it is his/her responsibility to inform the Minister of Preschool and Children. We strongly encourage trading Sundays with another teacher. This provides more consistent teaching for preschoolers.
4. Church-member parents of preschoolers are asked to serve in Extended Session. However, because it is often difficult for young preschoolers to share Mommy or Daddy with other children in a group setting, parents may be asked to teach in a room other than their own child's. (Applies to grandparents also.)
5. For the Safety of preschoolers and to maintain appropriate Bible teaching, older siblings may not stay in Extended Session. Parent-teachers are encouraged to arrange for their older children to attend the worship service with family or friends.
6. To protect couples from the possibility of legal liability, a third teacher in the room is recommended. Or, the couple may teach in different rooms or in the same age group but on different Sundays.
7. Extended Session teachers should follow all policies in the BHBCKids Ministry Handbook.
8. Before the Session:
 - a. Arrive promptly and quietly. Store belongings in a safe place.
 - b. Do not bring coffee or other beverages into the room.
 - c. Ask Sunday School teachers for any special instructions before they leave.
9. During the Session:
 - a. Use the provided teaching materials.
 - b. Keep room door closed during session. Promptly answer knocks.
 - c. Sit on the floor or chairs in the room - not on preschool tables or other preschool furnishings.
 - d. A low sugar snack may be provided for younger preschoolers. Please do not bring other snacks.
 - e. If a preschooler mouths a toy, remove it from the play area. Place it in the "dirty toy tub" for washing.

10. At the end of the session:

- a. Encourage children to help put away toys and clean up the room.
- b. Release children only to the persons authorized to pick them up.
- c. Make sure all personal belongings are sent home with kids.
- d. Return all materials to designated areas.
- e. Turn off lights as you leave.

EXTENDED SESSION SCHEDULE

	11:00-11:20	11:20-11:40	11:40-12:00
2's	Classroom Time	Bible Story	Classroom Time
3's	Bible Story	Play Room	Classroom Time
4's	Play Room	Bible Story	Classroom Time
5's	Bible Story	Classroom Time	Play Room

- Youth Helpers -

In order to train future teachers, from time to time high school age youth may be enlisted to help in Preschool and Children's Ministry activities such as Vacation Bible School and the Fall Festival.

1. Youth helpers are expected to attend all training clinics and planning sessions with the adult teachers.
2. Youth may serve as helpers under the supervision of adult teachers.
3. Youth may help only with preschoolers 3 years old and older.

**Youth under the age of 18 (defined minors by law)
may not serve as teachers for regular church programming,
i.e. Sunday School, Discipleship Training, Missions, Music, or
Extended Session.**

- Guidelines for Discipline -

1. Give encouragement freely. It is inspiring. Use criticism sparingly. It is self-defeating.
2. Set reasonable limits (consider the child's age and needs.)
3. Be consistent.
4. Accept a child's feelings that he cannot control; but stop his disruptive or destructive behavior.
5. Correct a child's behavior with love and respect. (If you were in his place, how would you want to be corrected?)
6. Avoid embarrassing a child.
7. Do not force a child to say, "I'm sorry." He may not be sorry. If you force him to say he is sorry when he is not, you may be teaching him to lie.
8. Avoid threats.
9. 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. (Catch them doing something right!)
10. Do not force children to give up toys as means of teaching sharing. Sharing is *voluntarily* giving something up to another. Require "taking turns" instead.
11. Provide interesting and challenging things to do and reduce the possibility of behavioral problems.
12. Give bountiful emotional support to the child who misbehaves. Misbehavior is often a plea for help.
13. Let the child learn from the natural or logical consequences of his actions. (If he misuses the blocks, he may not play with the blocks for a while.)
14. Help each child feel good about himself. A healthy self-concept is the right of every child made in God's image.
15. If you have a child who is continuously disruptive, please contact the Division Director, Extended Session Host/Hostess or Minister of Preschool and Children *before* speaking to the parent/guardian. Never spank or grab the child in anger!!!

TO AVOID BASIC DISCIPLINE PROBLEMS:

1. Maintain the correct teacher-child ratio.
2. Do not exceed recommended enrollment of children for the room.
3. Plan, Prepare, and Be Ready To Teach.
4. Never be late (The first one in the room is usually in charge!)
5. For preschoolers, consider playing quiet music in the room and use a quiet speaking voice.
6. Avoid “clutter build up” in the room (too many scattered toys frustrate and overexcite young children).
7. Keep walls pleasantly plain (posters and wall hangings tend to over-stimulate young children in group settings).
8. Be friendly-firm. (Children need to know you love them and are in charge.)
9. Consistently enforce Three Rules:
 - I (the teacher) will not allow you (the child) to...
 1. Hurt yourself
 2. Hurt others
 3. Hurt the things we use in our room

- Hygiene Policies -

Maintaining a germ-free environment is a top priority. Because hands are the main carriers of germs, we enforce a strict hand washing policy for all caregivers.

Teachers or Caregivers should wash hands*...

1. Upon arrival into the children's room or before beginning a teaching assignment outside the room.
2. Before preparing, serving, or eating food.
3. Before and after feeding infants or children.
4. After using or helping a child use the toilet.
5. After every diaper change.
6. After removal of disposable gloves.
7. After contact with body fluid (such as spit up, nasal discharge, tears, saliva, urine, stool, blood or vomits).
8. After handling soiled items.

Preschoolers and school age children should wash hands...

1. Before preparing, handling, or eating food or snacks.
2. After every diaper change.
3. After using the toilet.
4. After contact with body fluid.

According to the Center for Disease Control, the proper method to wash hands is to wet them, rub soap into lather and rub hands together for 15 seconds. Rinse. The faucet should be turned off with a paper towel after drying your hands.

DIAPER CHANGING PROCEDURE*

1. Gather all necessary items.
2. Lay child on a strip of changing paper (wax paper).
3. Put on a new pair of disposable gloves for every diaper change.
4. Remove wet/soiled diaper and use wipes or damp paper towels to clean child. (Use only wipes provide by parent or wipes labeled hypoallergenic.)
5. Place wipes and diaper in plastic bag or lined trash receptacle with lid.
6. Remove gloves by pulling the glove inside out from the wrist so that all residue remains inside the glove.
7. Put on clean diaper.
8. Wash hands with soap and water after each diaper change.
9. For babies / ones, record the changing time and indicate “BM” or “WET”.
10. CHECK CHILDREN NEAR THE END OF THE SESSION. Send them home dry!
11. **NEVER LEAVE A CHILD ALONE ON THE CHANGING TABLE!**
12. Replace trash bag at the end of each session and place tied bag in large receptacle in the kitchen.

*NOTE: The same procedure applies to children who are wearing “Pull-Ups”.

BODY FLUIDS SPILL PROCEDURE

1. Control bleeding by applying pressure with a clean towel or cloth and care for the injured appropriately depending on the severity of the situation.
2. First Aid Kits are located in the Preschool Kitchen, the Cabinet above the sink outside the 3 year olds Room on the first floor, and in the supply closet between the bathrooms on the second floor.
3. In order to protect everyone, disposable gloves are to be worn when handling any accident involving blood or body fluids. This includes:
 - Wiping a runny nose
 - Cleaning a cut or scrape
 - Checking a diaper
 - Assisting a child with toileting needs
 - Any time there is a risk of touching blood, vomit, mucus, urine, or stool
4. If an emergency prevents the use of gloves, immediately clean the exposed skin with soap and water to reduce the possibility of infection.
5. Any teacher with an open wound or lesion will keep it covered until the area has healed.
6. Clean any affected surface with a disinfectant. (Bleach Solution: ¼ cup bleach to 1 gallon water OR 1 tablespoon bleach to 1 quart cool water.)
7. Wash hands, even after wearing gloves.

- ROOM CLEANING PROCEDURES -

These are the procedures that are followed when cleaning the room. The sanitization, washing, and disinfecting procedures are primarily the responsibility of the paid Childcare Coordinator. Teachers are highly encouraged to tidy up their room at the end of their session (see End of Session Clean-Up.)

*The Primary sanitizer is a bleach solution, mixed fresh daily.
The Center for Disease Control recommends:*

For bathrooms, diapering areas, etc.:

1/4-cup bleach to 1-gallon cool water **OR** 1-tablespoon bleach to 1-quart cool water

For disinfection of toys, eating utensils, etc.

1-tablespoon bleach to 1 gallon cool water **OR** 1-teaspoon bleach to 1-quart cool water

1. In rooms with cribs, beds must be stripped of used linens and other items as the children leave.
2. Linens, smocks, bibs, burping diapers, blankets, etc. should be laundered after each use.
3. Each bed (including mattress, rails, and any items attached to the bed such as mobiles, mirrors, etc) should be wiped thoroughly with bleach solution and left to air dry.
4. All equipment such as gates, infant swings, walkers should be washed and sanitized after children leave.
5. Mats and vinyl-covered climbing equipment for babies/toddlers should be washed and sanitized after each session.
6. Diaper changing surfaces must be sanitized at the end of each session.
7. All toys used by infants or toddlers must be sanitized between uses by individual children (see Washing and Disinfecting Toys).
8. Furniture used by older preschoolers should be cleaned weekly or when soiled.
9. Tables and countertops used for food preparation and eating must be sanitized before and after using.
10. Toys and equipment used by older preschoolers and not put into their mouths should be cleaned at least weekly and when obviously soiled. A soap and water wash followed by clear water rinsing and air drying should be adequate. No disinfecting is required. (This includes toy dishes, dolls, transportation toys, etc.)

WASHING AND DISINFECTING TOYS

Toys mouthed by a child must be sanitized before another child plays with that toy. When a baby or toddler finishes playing with a toy, teachers should retrieve it from the play area and put it in a bin reserved for dirty toys. (This bin should be out of children's reach.) Toys can be washed at a convenient time and then transferred to a bin for clean toys and safely reused.

1. To wash and disinfect a hard plastic toy:
 - a. Scrub the toys in warm, soapy water. Use a brush to reach in the crevices.
 - b. Rinse the toys in clean water.
 - c. Immerse the toy in a mild bleach solution and allow it to soak for 10-20 minutes.
 - d. Remove the toy from the bleach solution and rinse in cool water.
 - e. Air dry.
2. Children in diapers should have only washable toys.
3. Stuffed toys and those not easily washed and sanitized should not be used for any session.
4. Toys too large to immerse in water must be washed and sanitized by wiping.
5. Toys used outside, or inside with sand must be washed before they are returned to the Resource Room.

END OF SESSION CLEAN-UP

1. Put away all items, art equipment, and supplies to their designated places.
2. Make sure all puzzles and items having more than one piece are complete before putting them away.
3. Clean, disinfect, and air dry the tables, chairs, toys, cabinets, sink, etc. (Refer to Room/Toy Cleaning procedures.)
4. Sweep or vacuum any debris.
5. Furniture and equipment should be arranged according to Sunday School placement. Any furniture that was moved should be returned to its designated area at the conclusion of each program.

DECORATING YOUR CLASSROOM

WALLS

Do not use pushpins in preschool classrooms. Use tape or other non permanent adhesives. (Please use staples sparingly. Staples are often dropped on the floor and can become hazardous to small children.) Do not pin or staple anything to the walls. Please use cork strips or bulletin boards if possible. Limit paper decorations per fire code regulations.

CARPET

Please keep masking tape, glitter, glue and clay (Play Doh) off of the carpets.

- Resource Room -

The Preschool and Children's Ministry Resource Room is located in Room 111. The Resource Room is available to any ministry that falls under the preschool and children's ministry umbrella (in our budget). It is our goal to have a well supplied and a well maintained room.

Because the room is utilized by a number of teachers in all areas of our preschool and children's ministry, it is important that you...

1. Take only the items you need. Other teachers may need to use the same craft items you need.
2. **RETURN ALL BORROWED ITEMS TO THE RESOURCE ROOM!!!** Do not store supplies in your classroom cabinets. Place returned supplies on the table in the center of the room. Do not re-shelve supplies.

If you cannot find a specific item, contact a Division Director or the Minister of Preschool and Children at least one week in advance of the date needed.

Lamination is available upon request. Contact a Division Director or the Minister of Preschool and Children for assistance with lamination.

Do not remove the *Accucut* or dies from the Resource Room. Please use the smallest piece of paper/foam necessary.

Smocks and drop cloths are available for messy crafts requiring or those requiring painting.

A TV/VCR/DVD is available upon request. Contact a Division Director or the Minister of Preschool and Children at least one week in advance of the date needed.

- Form Samples -

ACCIDENT REPORT FORM

(Please print all information)

Date of Accident: _____ Time of accident: _____

Name of child / youth injured: _____ Age: _____

Address of Child / Youth: _____

Location of accident: _____

Parent or guardian: _____ Phone: _____

Name of person(s) who witnessed the accident:

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Describe accident and the actions taken to address any injury:

Parent's Signature

BHBC Pastoral Staff Signature

SUSPECTED / ALLEGED ABUSE REPORT FORM

(Please print all information)

Date of incident: _____ Class/Event/Situation: _____

Name of reporter: _____ Position: _____

Name(s) and Age(s) of Minor(s): _____

Quote the child's first words verbatim: _____

Briefly describe what happened: _____

What action did you take? _____

Has the incident been resolved? _____ yes _____ no Explain: _____

Were there any witnesses? _____ yes _____ no Names: _____

Signatures of witnesses (if possible): _____

Report submitted to: _____ Date: _____