

First Baptist Church Jacksonville

Paid Teaching Ministry Policy & Procedures



Dr. Mac Brunson, Pastor

Shelly Taylor, Director of Pre-
school Ministries

**PAID PRESCHOOL TEACHERS POLICY AND PROCEDURE
HANDBOOK ACKNOWLEDGEMENT FORM**

I, _____, have received a copy of First Baptist Church Jacksonville Paid Preschool Teachers Policy and Procedure Handbook. I have read and understand the handbook. If I have any questions about the policies in the handbook, I will ask my supervisor or the Director of Preschool Ministries. I shall follow all of the policies and procedures stated in the handbook.

In addition, I realize that First Baptist Church Jacksonville may change the policies and procedures stated in the handbook at any time. I recognize First Baptist Church Jacksonville' right to modify, to eliminate, or to add employment policies or procedures without my consent that I must follow.

I also understand that the Paid Preschool Teachers Policy and Procedure Handbook is not a contract and creates no contract between First Baptist Church Jacksonville (or any of its ministries) and myself. I realize that either I or First Baptist Church Jacksonville may terminate my employment at any time for any reason.

Employee's signature

Date

Employee's Full Name (printed)

“DON'T”

Correct me in front of people if you can help it. It really embarrasses me. I will listen better if you talk quietly to me in private.

Tell me my fears are silly. They are very real to me. I am easily confused about what is real and what is pretend.

Force me to take turns before I am old enough to understand your language.

Moralize all the time. When you say something like, "God does not like that" or "Jesus is not happy when you do that," it makes me dislike God and Jesus.

Use symbolism with me. I do not understand it, and it will only confuse me. ("if this is God's house, where is his bedroom?")

CONTACT INFORMATION

First Baptist Church Jax.....124 W.
Ashley Street
Jacksonville, Florida 32202

Church Switchboard.....
.....904.356.6077

Preschool Ministries Office.....
....904.366.1139
M-F, 8:00 am-4:30
pm

Preschool Bldg. Registration Desk.....
.....904.265.7279
(Call during regular scheduled childcare times)

Website.....
.....www.fbcjax.com

Preschool Email.....

“DO”

Suggest something for me to do while I am waiting for my turn. I have an underdeveloped sense of time, and waiting makes time pass so slowly.

Be firm with me. I prefer it because it helps me feel secure. Praise me when I take turns willingly or unwillingly.

Tell me what you expect me to do, and not what I am not to do. Use your soft voice with me.

Sit on the floor with me. Even then you are much taller than I am. I need you to get down on my level so I will know I am important.

Be consistent with me. When you are inconsistent, it confuses me and makes me lose faith in you.

Use a variety of materials and activities when you teach me. Even though I am very small, variety interests me a great deal.

Help me to know how to use the materials. Sometimes I forget, or I just do not know how to build with blocks, or turn the pages of a book.

Call me by my name. It helps me know that I am special and important to you.

Consider how the room looks when you get ready for me. I like a clean, neat, and attractive room.

Be a warm, happy, kind, and loving teacher who enjoys the time you spend with me.

Keep the promises you make. I am let down when promises are broken, and begin to wonder if I can believe what you say (i.e., Jesus loves me).

Answer all my questions patiently. I can learn a lot from you. If you do not, you will find I stop asking and seek my information elsewhere.

Let me tell you some things. You do not need to talk all the time.

WHEN MUST I NOTIFY THE DIRECTOR OF PRESCHOOL MINISTRIES OR CHILDCARE COORDINATOR?

1. If there is ever the suspicion of any type of child neglect and/or abuse, notify the Director of Preschool Ministries immediately.
2. If someone tries to pick up a child without the security nametag or proper identification.
3. When you suspect a child's family needs a follow-up call due to a child's special need.
4. When there has been an incident. The Director of Preschool Ministries or Childcare Coordinator must **see** the injury **before** the parents pick up the child. An incident report must be filled out. The white original of the report form should be given to the Director of Preschool Ministries, the 1st copy to the Childcare Coordinator and the 2nd copy to the parent. The decision to contact a parent rests with the **supervisor** who will locate, page or call the parent if necessary.
5. When a child has bitten another child.
6. When a child is sick. (See medical guidelines)
7. When a safety rule has been violated by another teacher.
8. Any time you deal with a concerned parent.
9. When there is poor communication between you, fellow FBC Jax teachers, children and Preschool Ministry Staff.
10. When a piece of equipment is faulty, or the room is in need of repair.
11. When there is heat, air conditioning or other needs in your room.

FBC JAX MISSION STATEMENT

We exist to become a people who increasingly know and love Jesus Christ and joyfully seek to make Him known.

FBC JAX PRESCHOOL MINISTRIES MISSION STATEMENT

To increasingly know and love Jesus Christ and continually seek to make Him known-

Partnering with Parents to Build Strong Foundations of Faith
-that Jacksonville and beyond may know Christ.

VISION

Intentional Bible Teaching

Consistency in Leadership

Safety and Security

Mentoring Relationships

Joy in Serving

Partnership with Parents: Training and Support

FBC Jax Preschool Ministries is a place where parents are confident leaving their preschoolers. They know the environment will provide a safe, secure and healthy place for their children to learn about Jesus. Controlled access on all entrances to the preschool area will help to ensure only approved persons have access. Electronic check-in and badge processing will provide easy, quick, and safe drop-off/pick-up. Clean and organized facilities will clearly communicate the importance of preschoolers and their families to FBC Jax.

Upon drop-off parents will know that intentional Bible teaching is occurring in every classroom. Through guided play and according to the development of each preschooler, teaching will purposefully lay foundations layer by layer allowing our youngest to grow in the wisdom and knowledge of Jesus Christ. (Luke 2:52). Parents will see preschoolers involved in hands-on biblical learning and hear the sounds of children singing about Jesus as they visit each room.



**Important
Things to
Remember**

Teachers must not shake, bite, or hit the children. The teacher must not put anything in or on a child's mouth as punishment. The teacher may use brief, supervised separation from the group if necessary, but the teacher must not place the children in a locked room, in a dark room with the door closed, or in a hallway. The teacher must not humiliate or subject the children to abusive or profane language. Punishment must not be associated with food, naps, or toilet training.

Give time warnings in terms the child can understand.

"When you have finished the puzzle, it will be time to go outside."

When stopping or redirecting behavior.

Redirection should help a child face his problems by helping him see how it can be done. We will be more successful if we suggest another behavior that has equal value. (If he is climbing on the bookshelves, take him to the steps where he can climb.) Try to suggest something that meets the needs he is expressing in his behavior. To do this wisely, you must have some understanding of why the child is acting as he does. (Refer to 'Ages & Stages' chart.)

may smell fish sticks cooking as children hear how Jesus fed the 5,000 and the cutting of fresh fruits as the preschoolers learn how Daniel chose good foods to eat.

Our trained teachers will commit to serve for at least one year in the same department for at least one hour each week in Sunday School, ETC, CLU, Mission Friends or Big Church Club. Teachers will be committed to the establishment of trusting and nurturing relationships with preschoolers and their families as we grow to love Jesus more each week. Lead teachers in each classroom will develop a mentoring relationship with one teacher who will be trained to open a new preschool department the following year. Teachers will be serving in their area of passion and will help to build a strong base of volunteers that will multiply annually. All those who walk through the preschool area will sense the excitement and joy that will overflow from our volunteers to the preschoolers and their parents.

Parents of preschoolers will understand the importance of the partnership between church and home. They will know that the Sunday School is there to support them in prayer over their children and committed to the establishment of relationships between preschooler and teacher as well as teacher and parent. Quarterly trainings will be provided to support parents as they walk through the pivotal parenting years.

Preschoolers and parents will look forward to coming to church each week where they will experience joy within the body of

Our Core Values

Provide Christ-centered, developmentally appropriate teaching methods in all areas of growth.

Provide safe and secure environment inside and outside the classroom.

Provide loving, consistent, tenured and trained preschool teachers committed to a growing relationship with Jesus Christ.

INTRODUCTION

Your position at First Baptist Church Jacksonville (subsequently shown as FBC Jax) is as a PAID PRESCHOOL TEACHER. You are more than a babysitter.

Your immediate supervisor is the Preschool Childcare Coordinator. Your overall supervisor is the Director of Preschool Ministries.

The Director of Preschool Ministries or Childcare Coordinator will provide you with instruction and guidance as you are employed at FBC Jax.

during this time and should be in view of a second adult. A teacher must never be alone with a child in the restroom.

DISCIPLINE

Use positive directions - "do" instead of "don't."

A child needs to be redirected. A statement like, "Be careful, don't fall" has little meaning to a child. "Hold on with both hands" helps him to know what to do. Instead of always telling the child what he cannot do, tell him what he can do: "We sit in chairs, and we stand on the floor."

Use words and a tone of voice that reassures the child.

Never raise your voice when talking with children. Directions should be given firmly but quietly. When you raise your voice, children often feel afraid, ashamed, or guilty. These feelings are damaging, often prevent learning, and create other problems.

Use few words rather than a long sermon.

A child is standing up in the rocking boat. Instead of saying, "Johnny, I have told you several times that you will fall and get hurt if you stand up in the rocking boat," just tell the child, "We sit in the rocking boat."

Use simple language and get the child's attention.

Be sure he really hears you and understands what you mean. Do not just tell him what is unacceptable, but give him examples of acceptable behavior.

Use consistent guidance.

The teacher must ensure that discipline and guidance are consistent, are based on an understanding of individual needs and development, and promote self-discipline and acceptable behavior. **Cruel, harsh, or unusual punishment or treatment is not permitted.**

GREETING CHILDREN

1. **Always** cheerfully greet children at the door.
2. Accept any child brought to your room. If there is a question as to his being in the correct room, **check with the supervisor. Only accept children from an adult parent or guardian.**
3. Never refuse to accept a child unless he is ill. If you have any reason to suspect the child is ill, you need to refer the parent to the supervisor or nurse on call.
4. If at all possible, do not allow parents or older children in the room; meet them at the door. This assists in maintaining order within the classroom.
5. Accept children at the door:
 - Greet toddlers and older preschoolers at their level, down on your knees.
 - Allow children who can to walk into the room.
6. If items such as toys or other things are brought from home, encourage parents to take them with them so they will not get lost or broken.
7. If a child is eating when he arrives, allow him to finish, and then quickly clean up the eating area.
8. Be sure parents sign-in and follow the check-in procedures.
9. **Never** discuss problems concerning children or preschool policies with parents. Any problem with a child that needs to be discussed with the parent **must** be handled by the supervisor.
10. **Never** discuss, even with the Director of Preschool Ministries, Childcare Coordinator, designated person in charge, or other teachers a child's problem in front of the child.
11. Never combine classrooms or move preschoolers to a different classroom without permission/direction from Director of Preschool Ministries, Childcare Coordinator or Child Care Supervisors.

BATHROOM COORDINATION

Only two children of the same gender should be allowed in the bathroom at a time. Each child should be in his/her individual area for toileting. One teacher should be in the bathroom

WRITTEN STATEMENT ADDRESSING MATTERS OF FAMILY LIFESTYLES AND BIBLICAL PRINCIPLES

FBC Preschool Ministry exists to partner with our parents in order to build strong foundations of faith in the lives of our preschoolers. This physical, social, emotional, mental and spiritual growth of each preschooler is encouraged by the implementation of developmentally appropriate and Biblically sound curriculum and hands-on Bible activities and experiences.

Our goal is to offer every preschooler and parent a ministry of support demonstrating a commitment to Jesus Christ and adherence to the Word of God.

Preschool teachers employed with the Preschool Ministry of FBC Jax must be in agreement with the foundational teaching, according to the Bible, in reference to family lifestyles and commitment to Biblical truths.

The FBC Jax Preschool Ministry reserves the right, within its sole discretion, to refuse, terminate or suspend employment of an applicant or preschool teacher who is living a life inconsistent or in opposition to the Biblical lifestyle.

Teachers serving in the Preschool Ministry of FBC Jax are in agreement with these stated goals, and desire to provide their child(ren) with this type of Early Childhood Christian Education.

GEN- ERAL

3. Children should eat in a designated area, not all over the room.
 - 2 crackers will be served with water.
 - Crackers should be served on a disinfected table, and placed on a new napkin or paper towel.
 - Say a prayer with the children before beginning.
 - Never embarrass a child who spills his drink.
 - Let him help you clean it up.
 - Children should remain seated when eating.
 - All teachers need to make sure children eating lunch are located over tiled areas in the classroom.

END OF THE SESSION:

1. Disinfect all toys, equipment, furniture and beds.
2. Return dirty smocks and linens to the laundry room.
3. Straighten the Blocks and Homeliving areas.
4. Do not leave any equipment or children's items in the classroom. Give items left by the children to the supervisor or Director of Preschool Ministries.
5. Sign-in sheets, disinfectant spray bottles, and folders should be turned in at the Preschool Desk before leaving.

GENERAL POLICIES

OLDER TWO'S - KINDERGARTEN

ROOM PREPARATION:

1. Put the sign-in sheet and pen on registration table outside classroom door.
2. Place several items out in each area:
 - Books on bookshelf
 - Blocks at angles - a few block accessories
 - Homeliving items on table
 - Puzzles on table
 - Activities on one other table (example: art, music, nature items)
3. Have curriculum prepared ahead of time and utilize materials while teaching.
4. Make sure you have a permanent marker and tape to label personal belongings.
5. All parents should sign-in their child(ren), and indicate their pager number on the sign-in sheet. Attach nametag to child's clothing.
6. Post an allergy sign on the door if foods are being served other than crackers and water.
7. Have Bible based CD music softly playing.

DURING THE SESSION:

1. Follow the directions of the Childcare Coordinator or the Director of Preschool Ministries; use the materials and curriculum provided or assigned.
2. Teachers should move to the different centers, sitting on the floor with the children. (Teachers are never to be grouped together talking in one part of the room while the children play.)

NON DISCRIMINATION POLICY

FBC Jax Preschool Ministries, and all of its programs, admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally made available to students at the preschool. FBC Jax does not discriminate on the basis of race, color, national or ethnic origin in the administration of its education and admissions policies, other church and school-administered programs and ministries.

In order to serve in capacity of Paid Preschool Teacher, all employees must:

- Be 18 years or older
- Have a High School diploma or GED equivalency
- Be a member of FBC Jax for at least 6 months
- Have a completed and approved background security check

Employee's salary will start at \$8.00 per hour. The Director of Preschool Ministries will evaluate the salary scale each year. Payday is bi-weekly. Paychecks for Paid Teachers may be direct-deposited or picked up at the Preschool Desk on the appropriate Wednesday night.

ERRORS IN PAYCHECK

Notify the Childcare Coordinator. She will make any necessary adjustments with the Business Office.

WEATHER CONDITIONS

HURRICANE WEATHER

To check on closings, please call 904.265.7279 (Preschool Desk) or 904.356.6077 (FBC Jax) to hear recorded instructions for the day. Contact your immediate Supervisor to see if the program will be in session.

IN THE EVENT WEATHER CONDITIONS DETERIORATE and it becomes necessary to cancel activities or close FBC Jax, you will be released in ample amount of time to safely return home.

ABSENCES

You will only be allowed absences for the following reasons:

1. Death in the family
2. Sickness - self or children
3. Emergencies - car breakdowns, etc. (within reason)
4. Requested time off submitted at least 7 days in advance.

All notifications of planned absences must be turned in to the Childcare Coordinator on the Absentee Report form in writing at least seven days in advance. If you need to leave early for any reason other than an emergency, the immediate supervisor reserves the right to deny this request based on the safety needs of the Preschool Ministry. If you call in sick for one activity on a scheduled day, you are considered "out sick" for all activities the entire day.

If you wake up sick on the day you are scheduled to work, notify the Childcare Coordinator as soon as possible.

See your monthly schedule for the names and numbers of people to contact.

CELL PHONE POLICY

Cell phones are not to be used while you are working in a classroom. You may keep it with you for emergency basis only.

HOMEWORK/PERSONAL BUSINESS MATTERS

Homework should never be brought to work to be completed while on the clock. All personal business matters should be handled on personal time. Breaks may be requested for personal emergencies. The employee will clock out for the break, and clock back in prior to returning to the classroom.

GENERAL INFORMATION:

1. Never cover baby's head or mouth with blankets at any time.
2. Give each child a change of "place" so he does not stay in bed, on the floor, or in a swing for a lengthy time.
3. Make all attempts possible to keep pacifiers off the floor. Use when the child is in bed or swing.
4. Never place a child on the floor with a bottle.
5. In Toddler and Older Infant rooms, teachers should sit on the floor interacting with the children.

ROOM CLEANING PROCEDURE:

1. When the child leaves:
 - Linens should be removed from the bed.
 - Each bed should be cleaned thoroughly with the disinfecting solution. This includes mattresses and all bed rails.
2. Swings, high chairs, diaper changing areas and other equipment should be cleaned with the disinfecting solution and left to air dry.

END OF THE SESSION:

1. Follow the disinfectant guidelines.
2. Return dirty smocks to the blue laundry tub within the inner restroom area.
3. Return to the Resource Room any items such as books, puzzles and pictures that cannot be disinfected.
4. All toys should be disinfected and returned to the 2nd floor Resource Room.
5. Do not leave any equipment or children's items in the classrooms. Give any items left to the supervisor.
6. Sign-in sheets, disinfectant spray bottles and folders should be returned in at the Preschool Desk before leaving.

BIRTH - ONES (2nd Floor)

ROOM PREPARATION:

1. Make sure you have a sign-in sheet and pen.
2. Make sure you have a permanent marker.
3. Prepare rooms.
4. Supply developmentally-appropriate toys for infants.
5. Wear a smock on the 2nd floor.
6. Have Bible based CD music playing softly in the background.

DURING SESSION:

1. Make sure the parent signs in the child, including the pager number.
2. Attach nametag on the child. Place tape with name on cups, pacifiers, bottles, and other belongings, and bed.
3. Infant room: make sure the parent completes the schedule card.
4. Make sure pacifiers and bottles are labeled.
5. **Always** make sure the sides of the bed are **all** the way up and locked.
6. Utilize curriculum provided in your tub/box.

WHEN FEEDING IN INFANT ROOMS:

1. Be sure to check the schedule **before feeding**.
2. Warm bottle in a bottle warmer. Never warm a bottle in a microwave.
3. Hold all babies to feed them if they cannot hold their own bottle.
4. **Never prop a bottle for a baby.**
5. Record the time they were fed.
6. Babies wearing a tied bib should not be placed on the floor or in the bed wearing the bib.

DIAPERING PROCEDURE:

Refer to Diapering Procedures on [Page 28](#).

Philosophy for Care and Education of Preschool Children

First Baptist Church - Preschool Ministries demonstrates a philosophy of Early Childhood Christian Education that above all is built upon the strong foundation of Jesus Christ and His Word. As a preschool, we are committed to nurture and support the growth of preschoolers physically, intellectually, emotionally, socially and spiritually.

Physically:

Our preschool environment provides a controlled-access security system, as well as safety within and out of the classroom. Large classrooms provide activity space appropriate for gross motor skill development and active learning.

Intellectually:

Because 90% of a child's learning is established during the first five (5) years of life, our Christian curriculum provides hands-on learning experiences and activities for preschoolers beginning at birth-Kindergarten ages. Our focus is process-oriented, not product-oriented. Children learn foundational skills to support a lifetime of learning.

Emotionally:

Our classrooms provide emotional stability by providing consistent, loving teachers in all classes, consistent routines within the context of the classroom, and the encouragement of strong parental involvement resulting in the partnership of home and church.

Socially:

We believe preschoolers learn through play. Learning activities are provided to develop and nurture the interaction of each preschooler with his teacher and friends.

Spiritually:

We believe spiritual foundations are being formed during the preschool years that will provide a basis from which children will draw in later childhood and throughout life. Preschoolers are taught that Jesus loves me, Jesus is my friend, and during the kindergarten year, Jesus is my Savior. Bible stories and biblical truths are a primary part of the curriculum we teach. It is upon this foundation of truth we pray our preschoolers will later pattern their lives.

"And Jesus increased in wisdom and stature, and in favor with God and man." Luke 2:52

"You shall love the Lord your God with all your heart, with all your soul, and with all your strength. And these words which I command you today shall be in your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, when you walk by the way, when you lie down, and when you rise up. You shall bind them as a sign on your hand, and they shall be as frontlets between your eyes. You shall write them on the doorposts of your house and on your gates."

Deuteronomy 6:5-9

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TARDINESS

All teachers are expected to arrive on time to work. If you are going to be late, you must notify your supervisor immediately.

The scale below will be observed for each three (3)-month time period. Arriving ten minutes after your scheduled working time is considered a tardy. Three (3) tardies equals one (1) unexcused absence (UA).

An unexcused absence is when one does not call in and does not report for work. Arriving two (2) hours late to work is also an unexcused absence.

1. UA = written notice
2. UA = written notice with one (1) week suspension
3. UA = automatic termination

DRESS CODE

Always wear clean, neat and comfortable clothing that is not too tight. You will be seen as a representative of the church, so dress accordingly.

Always carry out proper personal hygiene and make sure your hair is clean and neat. Our parents will trust you to take care of their children if they see that you look professional.

Pants, shirts, blouses and sweaters are acceptable for Preschool care. No blue jeans. T-shirts should not be worn. Tops must be long enough so as not to expose the back, even when bending or sitting. Tops should not be low-cut, see through, nor expose bra straps. Beach-style flip-flops are not acceptable. **On Sunday morning, women are always to wear a dress, skirt or dressy slacks and blouse; men should wear slacks and a dress shirt.**

Body Piercing & Visible Tattoos

All body piercing and visible tattoos are prohibited. Earrings for women are the exception.

PREPARING THE TEACHING ENVIRONMENT

Before, During & After Session

**PRESCHOOL BUILDING
EVACUATION CHECK LIST
(2nd FLOOR)**

In the case of an emergency evacuation, please follow the instructions listed below:

INSTRUCTIONS: (Check each box as task is completed)

- Get the room sign-in sheet (take it with you).
- Count the children (insert count here _____)
- Check the restroom for children.
- Place 3-5 children in each crib.
(use rolling cribs nearest the door or the beds located in the hall)
- Check off each name on the sign-in sheet, are all children accounted for?
- Place comforters in each crib to protect/support the children.
- Get the evacuation route map from the Emergency Backpack mounted on the wall.
- Assign one adult worker to a crib (they are to remain with those children until all are safely back in the room, or have been picked up by their parents at the designated pick-up location).
- Exit the room following the route shown on your map.

**PRESCHOOL BUILDING
EVACUATION CHECK LIST
(3rd AND 4th FLOORS)**

In the case of an emergency evacuation, please follow the instructions listed below:

INSTRUCTIONS: (Check each box as task is completed)

- Get the room sign-in sheet (take it with you).
- Get the rope from the Emergency Backpack mounted on the wall.
- Count the children (insert count here _____)
- Check the restroom for children.
- Get the evacuation route map from the Emergency Backpack mounted on the wall.
- Have the children get in a line, holding onto the rope.
- All children on the third and fourth floors are to walk to the exit location.
- Calmly and quietly evacuate along the exit route shown on your map.

EATING AND DRINKING

In general, eating in the rooms should be kept to a minimum.

Remember that clean up of your classroom must be done thoroughly before leaving the room. Trash should never be left out in the room during childcare times; dispose of it immediately. Tuesday Paid Teaching Ministry teachers may eat lunch while the children are eating.

BREAKS

No breaks are provided during childcare sessions other than restroom breaks. Special events involving longer childcare hours will provide lunch breaks as deemed necessary.

PAID TEACHER'S CHILDREN

Your preschool-5th grade children are provided for free of charge at all sessions when preschool and elementary childcare is provided. On Sunday morning during the worship service, children, 1st- 5th grade may attend church with supervising teachers. Teachers with children in the 6th grade and up must make personal arrangements while you are working. Older children will not be able to walk around the church grounds unsupervised, unless there are scheduled activities for their age group.

SECURITY TAG SYSTEM

Parents are **required** to sign-in their children at the door of their child's classroom for all sessions. The teacher will make sure the child's nametag is placed on the child's clothing.

ONLY the parent or guardian with proper identification is allowed to pick up the child. Siblings are not allowed to drop off or pick up children. We **strictly adhere** to these policies **in all rooms through kindergarten.**

Visitor bracelets must be positively identified with number match before releasing child.

EVACUATION PROCEDURES

GOSSIP

Gossip is not tolerated, and is grounds for termination. You are not allowed to discuss fellow Paid Teachers or the FBC Ministry Staff with others while on the clock. If you are having a problem with another Paid Teacher, see the Director of the Preschool Ministries or Childcare Coordinator.

PAID TEACHER MEETINGS

You will be notified of the mandatory Paid Teacher meetings. They will be required **with** pay. Unexcused absences from such meetings will be documented in employee file.

INTERCOM ETIQUETTE

Always maintain professional and respectful tone when using the intercom. Should you have any questions, discuss this matter with the Childcare Coordinator.

EMPLOYMENT INFORMATION

RESIGNATION

Should you decide to resign from the church's employment, please notify your supervisor in writing at least two weeks in advance. This important courtesy becomes a part of your personnel file. Your supervisor will forward a copy of the resignation to the Director of the Preschool Ministries.

FINAL PAY

Termination pay will include all earned wages that have not yet been paid.

GRIEVANCE PROCEDURE

Should any situation arise, all such matters are to be directed to the Childcare Coordinator or Director of Preschool Ministries.

Emergency Evacuation Plan - Preschool

Please review the below plans for the evacuation of the Preschool Building to familiarize yourself with your responsibilities as an adult worker, should an evacuation be required. Thank you for your diligent attention to this very important matter.

Adult worker responsibilities during an evacuation

- Do not leave room unless instructed to do so by FBC Staff via intercom, or personally
- Use your evacuation check list (located in your backpack)
- Take your evacuation map with you (located in your backpack)
- Take purses, Bibles, and personal valuables with you, since return to the classroom may not be possible in the event of an emergency
- Following the evacuation route specified on your map proceed to the assigned stairwell
- Once in the stair-well, older children are to use the middle (left hand) portion of the stair leaving the right hand portion for the use of the smaller children and their workers
- Exit the stairwell only through the ground floor, exterior exit door
- Always proceed to the Children's Building/Welcome Center (1st floor lobby) unless instructed otherwise by FBC
- Remain on sidewalks at all times and cross the street only at the intersections
- Situate your group in the lobby of the Welcome Center according to the attached plan
- Keep your class together by seating them on the floor
- Count heads to verify that all children are present and accounted for
- Do not allow the children to mix with other classes
- Wait for instructions by FBC

Releasing Children to Parents

Should a return to the classroom **not** be permissible, parents will be directed to the Welcome Center to pick-up their children. The following are procedures for the release of children:

- Children shall be released to an adult parent or guardian only
- Rules for release from the classroom shall apply for release during an evacuation
- One adult worker will be responsible for recording; adjacent to each child's name on the roll, the name of the adult that child was released to. All such rolls must be turned in to the FBC Preschool Staff before workers can be released from duty
- All workers are to remain in place until they are released by FBC Preschool Staff

Returning to Rooms

Should it be permissible, your group will be directed by FBC Staff to return to your classroom. In that event follow these procedures:

- All groups returning to third and fourth floor classrooms are to make their way to the Preschool Building Lobby via the Ashley St. sidewalk using the rope line.
- Take the elevators to your floor and proceed to your room
- Should your group not be able to fit into a single elevator cab, an adult worker will ride with the children to your floor and another will remain with the remaining children in the lobby until another cab is available
- Do not mix classes on the elevators. Only one class at a time, per cab, is to ride the elevator
- All groups returning to the second floor classrooms are to use the Welcome Center elevators and crosswalk exclusively
- Upon returning to your room take a had count to verify that all children are present and accounted for

PAID PRESCHOOL TEACHER

POSITION ASSIGNMENT

Position Title: Preschool Paid Teacher

Recruited By: Director of Preschool Ministries
or Childcare Coordinator

SNACKS (Childcare)

Snacks will be provided for children at all childcare sessions. Appropriate ages will be brought water and crackers. You are responsible for cleaning up your room before leaving.

SUGGESTED TEACHER/CHILD RATIO (Childcare)

<u>AGE</u>	<u>TEACHER</u>	<u>CHILD</u>
Infants to 12 months	1	2
13 months to 24 months	1	3
25 months to Pre-K	1	4
Kindergarten	1	5

PURSES/WALLETS

Never leave your purse or wallet in the classroom unattended.

FIRE ESCAPE PLAN

When the Fire Alarm sounds, be familiar with the Evacuation Procedures. A copy is located in the Emergency Backpack and posted in each classroom. This information is shown on the following pages.

BASIC MINISTRY:

1. To provide care for preschoolers, birth - kindergarten, their physical, mental, emotional/social and spiritual needs in a loving Christian environment.
2. Actively seek opportunities to share faith in Jesus Christ with others.
3. Character and conduct must be consistent with scripture.

PRIMARY RESPONSIBILITIES:

1. To arrive before each day begins making sure that the room is prepared and organized for the day.
2. Follow all guidelines for coordination of the classroom as designated in the Preschool Teaching Ministry Faculty and Staff Handbook.
3. Prepare any teaching materials needed for the day; leave the classroom prepared and in an orderly fashion for the next day.
4. Greet all parents and obtain necessary information from them on arrival; provide parents with any information needed when the child leaves the classroom.
5. Maintain a warm, loving, organized classroom that meets the developmental needs of the child in a strong, Christian environment.
6. Implement all hygiene policies designated in the FBC Jax Handbook.
7. Display a professional image to all parents; provide strong

REQUIREMENTS FOR PRESCHOOL, CHILDREN, YOUTH AND SPECIAL EDUCATION WORKERS

8. Attend all training provided by the Preschool Ministry for paid childcare workers.
9. Be actively involved in the individual needs of each child during the session; report any specific needs of the child to the Childcare Coordinator or Director of Preschool Ministries.
10. Maintain a Christian attitude in and out of the classroom reflecting your relationship to Jesus Christ.
11. Perform all duties assigned by the Childcare Coordinator or Director of Preschool Ministries.

TIME CARDS AND SCHEDULING

TIME CLOCK is located on the 2nd floor of the Preschool Building.

Each Month you will receive a Childcare Schedule designating the times and rooms to which you are assigned. Make sure to check all the dates you are scheduled to work.

- Workers are guaranteed a minimum of two (2) hours pay when assigned to work.
- All rates of pay must be kept confidential.

IT IS AGAINST POLICY TO:

1. Clock-in or out for someone else.
2. Stand around talking to "wait" to clock-in or out.
3. Leave early without permission of the Director of Preschool Ministries or Childcare Coordinator.

GENERAL:

1. Individuals who have been arrested for, charged with, under probation for, or convicted of either sexual or physical abuse or any other improper or illegal conduct, at the sole discretion of FBC Jax, will not be allowed to volunteer to serve or seek employment in any church-sponsored activity or program for preschool, children, youth or special education students.
2. Volunteers in the preschool, children, youth or special education areas are required to be members of FBC Jax a minimum of six months before they may begin working directly with students in these areas.
3. Workers should observe the "two non-related adult" rule. This means that there should always be at least two non-related adults present in a preschool classroom, and that when working in the preschool, children, youth, or special education areas, workers should avoid one-on-one situations with students.
4. All paid and volunteer workers should immediately report to the Director of Preschool Ministries any behaviors or other incidents which seem abusive or inappropriate.
5. From time to time opportunities for training in the prevention and recognition of the sexual abuse of children will be provided by the various ministry areas of our church. Paid and volunteer workers in these areas are encouraged to participate in the sessions.
6. A Consumer Report, including a criminal background check, will be obtained on all applicants and workers. This report may be run from time to time on an as needed basis. FBC Jax reserves the right to deny or terminate

**Requirements for
Preschool Children,
Youth and
Special Education
Workers**

**Weekly
Program
Schedules**

WEEKLY PROGRAM SCHEDULES

**ALL HOURS ARE SUBJECT TO CHANGE DEPENDING ON
A CHANGE IN THE CHURCH PROGRAM SCHEDULE.**

SUNDAY MORNING

9:00 am - 11:45 am

Work under the direction of the Age Group Coordinator and Director of Preschool Ministries.

Room Set-up is included in your rate of pay.

- Arrive at FBC Jax at 8:30 am
- Park in the Preschool Garage
- Take your child(ren) to their room(s)
- Clock-in on the 2nd floor of Preschool Building
- Report to your room
- Room preparation

BEFORE LEAVING

- Disinfect furniture and equipment in your 2nd floor room
- Disinfect toys; return to Resource Room
- Place your smock & linens in the blue tubs in the inner restroom area
- Clock-out on 2nd floor Preschool Building
- Pick-up your child(ren)

ADDITIONAL HEALTH POLICIES

1. A child should be free of fever 24 hours after a contagious disease before returning to the classroom.
2. Parents will be contacted and will need to immediately pick-up their child should the child appear to be ill.
3. Neither teachers nor employees are allowed to give or administer any medication to any child in the preschool area.
4. All toys, equipment and furniture in our Baby-Toddler rooms are sterilized by teachers in classroom. Toys are then returned to and put away in the Resource Room following each session.
5. The equipment used in each class in the Baby-Toddler rooms is disinfected after each session.
6. Should a child have an allergy, this information should be given to the child's teachers, and be noted on the child's Allergy Alert sticker. A notice will be placed outside each classroom indicating foods to be served, a pet in the classroom, etc., that day.
7. Teachers will be instructed to use Universal Precautions Guidelines when caring for children. This will include using two (2) latex gloves for diaper changing, disinfectant soap for hand washing, etc.

Soiled surfaces should be promptly cleaned with disinfectant, such as household bleach (diluted one (1) part bleach to ten (10) parts water), disposable towels or tissues should be used whenever possible, and mops should be rinsed in disinfectant. Those who are cleaning should wear two (2) latex gloves or other protective equipment, and should avoid exposure of open skin lesions or mucous membranes to the blood or body fluids.

CARE OF CLEANING EQUIPMENT

Mops should be soaked in the disinfectant after use and rinsed thoroughly or washed in a hot water cycle before rinse.

Non-disposable cleaning equipment should be thoroughly rinsed in the disinfectant. The disinfectant solution should be promptly disposed of down a drainpipe. Remove gloves and discard in appropriate receptacles. Wash hands.

LAUNDRY INSTRUCTION FOR CLOTHING SOILED WITH BODY FLUIDS

The most important factor in laundering contaminated clothing is elimination of potentially infectious agents by soap and water. Addition of bleach will further reduce the number of potentially infectious agents. Clothing soaked with body fluids should be washed separately from other items. Presoaking may be required for heavily soiled clothing. Otherwise, wash and dry as usual. If the material is colorfast, add 1/2 cup of household chlorine bleach to the wash cycle. If the materials are not colorfast, add 1/2 cup non-chlorine bleach to the wash cycle.

SUNDAY EVENING

5:00 p.m. - 7:45 p.m. (or as assigned)

Big Church Club, Mission Friends and Extended Childcare

- Arrive at FBC Jax at 4:30 pm
- Park in the Preschool Garage
- Take your child(ren) to their room(s)
- Clock-in on 2nd floor of Preschool Building
- Report to your room
- Room Preparation
- Utilize the teaching materials provided in your tub

BEFORE LEAVING

- Disinfect furniture and equipment in your 2nd floor room
- Disinfect toys; return to Resource Room
- Place your smock & linens to the blue tubs in the inner restroom area
- Clock-out on 2nd floor of Preschool Bldg.
- Pick-up your children

WEDNESDAY EVENING

5:15 pm - 8:00 pm

- Arrive at FBC Jax 4:45 pm
- Park in Preschool Garage
- Clock-in on 2nd floor Preschool Building
- Report to your room
- Room Preparation
- Utilize the teaching materials provided in your tub

BEFORE LEAVING

- Disinfect furniture and equipment in your 2nd floor room
- Disinfect toys; return to Resource Room
- Place your smock & linens to the blue tubs in the inner restroom area
- Clock-out on 2nd floor Preschool Building
- Pick-up your children

DAY AND EVENING CHILDCARE

- All Paid Teachers are required to arrive 30 minutes prior to the event
- Park in the Preschool Garage
- Clock-in on 2nd floor Preschool Building
- Report to your room
- Room preparation
- Use assigned equipment

BEFORE LEAVING

- Disinfect furniture and toys in your room
- Return toys to the appropriate Resource Room
- Place supplies and curriculum in your closets
- Place your smock & linens in the blue tubs in the inner restroom area
- Clock-out on 2nd floor Preschool Building

ALL TEACHERS

NOTE: We always prefer to allow you to stay in the same room with the same children as much as possible. Whenever necessary, however, the Director of Preschool Ministries, Childcare Coordinator or Assistant Child Care Supervisors reserve the right to move you to wherever the greatest need might be.

6. The changing table must be used when diapering children.
7. When changing diapers, **always** use two (2) disposable latex gloves—one on each hand.
8. Use one new pair of gloves for each diaper change.
9. Before changing diapers, place waxed paper under the child.
10. Use the trash receptacle closest to changing table to dispose of diapers.
11. Place used waxed paper and disposable gloves in the soiled diaper container. Remove disposable gloves last.
12. When using specified diaper changing area, clean area with disinfecting solution after each diaper change.
13. After removing gloves, wash hands with soap and warm water after each diaper change.

Never turn your back away from the child you are diapering until you are finished with the diapering procedure, and the child is safely returned to play.

DISINFECTION OF HARD SURFACES, TOYS, BEDS, ETC.

In order to provide a safe environment, hard surfaces should be cleaned and disinfected at the conclusion of each day. This includes desk and table tops used for eating. If an incident occurs where body fluids have contaminated a surface, cleaning and disinfecting should take place prior to allowing activity to continue.

Beds used by children in childcare under the supervision of a Paid Teacher will have the linens changed after each use. Beds will be completely disinfected after each use.

All contaminated disposable items (i.e. tissues, paper towels, used kits) should be handled with disposable gloves and discarded in the "re-closable plastic bag" provided with the kit and then placed in the diaper disposal container which is lined with a plastic bag.

IF DIRECT SKIN CONTACT OCCURS

When unanticipated skin contact with body fluids occurs, hands and other affected skin areas of all exposed persons should be washed with soap and warm water after direct contact has ceased.

Clothing and other non-disposable items (i.e. towels used to absorb body fluid) that are soaked through with body fluids should be rinsed and placed in plastic trash bags. If presoaking is required to remove stains (i.e. blood, feces), gloves should be used to rinse or soak the item in cold water prior to bagging. Clothing should then be sent home with parents for washing.

HAND WASHING PROCEDURES

Proper hand washing requires the use of soap and warm water with vigorous washing under a stream of warm water for approximately ten seconds. Soap suspends easily removable soil and microorganisms and allows them to be washed off. Running water is necessary to carry away dirt and debris. Rinse under running warm water and use paper towels to thoroughly dry hands. Paper towels should be properly disposed of after use.

DIAPERING PROCEDURES

1. Check each child every hour to see that his diaper is neither wet nor soiled. Affix the appropriate 'checked' or 'changed' sticker to child's diaper.
2. Prior to changing diapers, make sure all supplies needed for diaper changing are in the diaper changing area.
3. Check the child's diaper bag for necessary supplies.
4. Use diapers provided by parents. The church diapers are to be used only if the child's diapers run out.
5. No medications should be applied in the FBC Jax program.

Health Policies

INFECTIOUS DISEASE POLICY

PURPOSE

The Preschool Ministry at First Baptist Church Jacksonville believes that the Bible, the authoritative Word of God, and Jesus Christ, the Living Word, have called us to minister to all people, especially the children who are placed in our care. In carrying out this call to ministry, we believe that we are called to respond to both spiritual and physical needs, and we commit ourselves to children who are enrolled in or attend the various programs of FBC Jax. Therefore, the Preschool Ministry has adopted the following policies regarding Infectious Diseases. These policies apply to all programs under the supervision of the Preschool Ministry.

DEFINITION OF INFECTIOUS DISEASE

An "Infectious Disease" is generally defined as any disease that is susceptible of spreading from one person to another person, and includes all conditions listed on the Communicable Diseases Chart for Schools and Childcare Centers, available for review at the office of the Director of Preschool Ministries. Infectious Diseases include, but are not limited to, the following:

- Fever (must be fever free for 24 hours with no medication before returning to a group activity)
- Vomiting or diarrhea (within the post 24 hours)
- Rash
- Inflamed throat and/or mouth
- Colored discharge from eyes or nose
- Coughing/sneezing
- Unusual irritability or fatigue
- Head lice (or known exposure to head lice)
- Open wounds without proper bandages
- Childhood diseases (chicken pox, mumps, etc.)
- HIV/AIDS

UNIVERSAL PRECAUTIONS

Because infections may be present in blood or body fluids, and children may be unknowingly infected with an Infectious Disease such as Hepatitis B Virus (HBV) or Human Immune-Deficiency Virus (HIV), all teachers and other workers should utilize "Universal Precautions" for handling blood or body fluids.

The term "Universal Precautions" refers to the handling of body fluids from all children and not just precautions recommended for those known to be infected with a blood-borne pathogen. Universal Precautions were written for staff in health care settings and public safety workers. However, teachers and other workers in the Preschool Ministry may come in contact with blood and body fluids, and should therefore exercise the same precautions.

"Body fluids" include blood, feces, urine, respiratory secretions, vomit, vaginal secretions and semen. Blood is the single most important source of HIV, HBV, and other blood-borne pathogens in the occupational setting.

Universal Precautions require the use of protective barriers such as gloves, protective eyewear, gowns, and masks. Rarely, however, would precautions beyond the use of gloves be indicated in a church setting.

TO AVOID CONTACT WITH BODY FLUID

When possible, direct skin contact with body fluids should be avoided. However, first aid for a bleeding child must not be unreasonably delayed while one tries to secure gloves.

Disposable gloves should be worn when direct hand contact with body fluids is anticipated (i.e. treating bloody noses, handling clothes soiled by incontinence, cleaning small spills by hand). Even though gloves are worn, hands must be washed afterwards.

All teachers and other workers will be provided with an "Infectious Disease Kit." The kit consists of a re-closable plastic bag containing gloves, gauze pads for fluid absorption, and a packet of betadine solution for disinfecting purposes. When the kit is used, blood or body fluid-contaminated items are to be placed in the re-closable plastic bag for proper waste disposal. The teacher or other worker should then request a

GENERAL POLICY

TESTING

Mandatory screening for Infectious Diseases that are not spread by casual, everyday contact, such as HIV, is not currently a condition for a child's entry into any of the programs under the Preschool Ministries, for volunteer teachers or workers, or (subject to the provisions of the Church Personnel Manual and the determination of the Church Administrator) for employment or continued employment in the Preschool Ministries. This policy does not apply to Infectious Diseases, such as but not limited to tuberculosis, that are transmitted more easily; mandatory screening may be required for these diseases. Any person who has reason to believe that someone may be transmitting HIV to others involved in the Preschool Ministries should convey this information to the Director of Preschool Ministry.

INTRODUCTORY STATEMENT

The Preschool Ministry of FBC Jax accommodates a significant number of children in its programs and, in common with similar institutions, has a number of children at any given time who are fighting Infectious Diseases of one kind or another. Most of these diseases are minor and may be disregarded in day-to-day operations.

Other diseases, however, are of a more serious nature and must be regarded with greater care. It is the desire of the Preschool Ministry to provide an environment that minimizes or eliminates exposure to dangerous and/or chronic Infectious Diseases.

NOTICE REQUIREMENTS

When a teacher or any other worker in the Preschool Ministry is known or suspected to have an Infectious Disease or to have been exposed to an Infectious Disease, then it is the responsibility of such teacher or worker to inform the Director of Preschool Ministries. If any teacher or other worker contracts an Infectious Disease following attendance at any session of the Preschool Ministry, he or she should immediately notify the Director of Preschool Ministries or Childcare Coordinator at 904.366.1139 so that appropriate action may be taken.

EXCLUSION CRITERIA

Any teacher or other worker who (i) is known or suspected to have an Infectious Disease or to have been exposed to an Infectious Disease, or (ii) exhibits signs of illness such as fever, vomiting, diarrhea, a communicable rash, an eye infection, or frequent bloody noses, or (iii) exhibits any other condition or symptom(s) which in the discretion of the Director of Preschool Ministries could pose a health risk to the children, teachers or workers, shall be excluded from attendance in accordance with the criteria listed in the Communicable Disease Chart. It is initially the responsibility of the teachers or other workers to not attend any session, when any of the foregoing circumstances or conditions exists.

READMISSION CRITERIA

Any teacher or other worker who has been excluded from attendance shall be readmitted upon the fulfillment of the applicable criteria listed under "Readmission Criteria" in the Communicable Disease Chart.

PAID TEACHERS AND OTHER EMPLOYEES

The exclusion from attendance and readmission of any paid teacher or other employee in the Preschool Ministry who is known or is suspected to have an Infectious Disease or to have been exposed to an Infectious Disease shall be determined by the Office of the Church Administrator.

CONFIDENTIALITY

Except for the disclosures set forth below, the Preschool Ministry will take all reasonable measures to keep knowledge that a child has an Infectious Disease confidential. Knowledge that a child has an Infectious Disease will be disclosed to the following parties:

- Director of Preschool Ministries
- All teachers and other workers who may be expected to have contact with the infected child (such teachers and other workers will be expected to keep the information confidential).

- Other parties having a direct, legitimate need to know that the child has an Infectious Disease, or to whom disclosure is required by applicable law.
- First Baptist Church Jacksonville cannot guarantee that other disclosures will not be made.

INFECTION CONTROL

All teachers and other workers in the Preschool Ministry will be instructed to utilize the most current recommendations of the Center for Disease Control (CDC) regarding "Universal Precautions for Prevention of Transmission of Human Immune-deficiency Virus (HIV), Hepatitis B Virus (HBV), and other Blood-borne Pathogens in Health-care Settings." The current Universal Precautions which have been adopted by the Preschool Ministry are included herein, and may be updated from time to time. All teachers and other workers will be expected to attend training opportunities provided by the Preschool Ministry regarding the use of the Universal Precautions. Neither FBC Jax, the Preschool Ministry, nor the Director of Preschool Ministries shall have any responsibility or liability if any teacher or other worker neglects to follow the Universal Precautions.