



Children's Handbook

School Year 2009-2010

Welcome to Dutchtown Baptist Church. In the Gospel of Matthew, Jesus said to His disciples to let the little children come to him. Because we are modern day disciples and love Jesus, we follow this instruction. We desire to share God's love and teach our children His word and His ways. Whether you are a parent or someone who serves in our Children's Ministry, we hope this handbook will give you a sense of how Dutchtown Kids will be taught and cared for while in our care.

Dutchtown Baptist Church Children's Council
1/31/2009






Purpose



It is our hope as a Children's Ministry to improve the ministry and overall effectiveness of the Children's Department at Dutchtown Baptist Church. This handbook has been designed to provide information and clarification of policy and programs concerning the Children's Department to parents, other ministries of the church who desire childcare and to the members of the church at large.

Objectives

To help each child:

-  To know that God created everything and loves them.
-  To know that the Bible is God's Word.
-  To know that Jesus was born, grew up in a family and is the only Way to eternal life.
-  To encourage the growth of each child spiritually, emotionally, mentally, and socially.
-  To help encourage active participation by parents in Bible study, worship and fellowship, by providing a safe and caring atmosphere for children.

General Policies

Bible based literature is used by our Children's Department which is planned for the growth and development of children.

1. Provisions and Promotions

a. Nursery



- i. Children (ages birth to 2) are provided supervised care in the nursery facilities during Sunday School, Sunday Morning Worship Services, Discipleship Training, and Evening Worship Services, and Weekly Bible Study and Prayer meeting.
- ii. Children will be transferred to older classes as they mature and develop the ability to adjust to the older group.
- iii. A child promoting out of the Nursery Department must have reached his/her third birthday on or before September 30 of the current year and be potty trained.

b. Preschool / Kindergarten



- i. Children are provided structured learning opportunities during Sunday School, Extended Session (during 10:30 a.m. Sunday Morning Worship), and during Awana. These children accompany parents to Evening Worship Services.
- ii. A child entering the 4-year-old Sunday School class in September must have his/her birthday on or before September 30 of the current year.
- iii. Children are promoted to new classes the 1st Sunday in September, according to their school grade and must meet the age requirement of the new department by September 30th.

- c. Please refer to Opportunities for Children at the end of this handbook for further clarification of classroom guidelines concerning age.

d. School Age (1st grade to 6th grade)

i. Children are provided structured learning opportunities during Sunday School and on Wednesday night during Prayer meeting. These children accompany their parents to worship services on Sundays.

ii. Children are promoted to new classes on the 1st Sunday in September according to their grade in school.

iii. In cases of children with special needs the children will be promoted to the youth department before completing the 6th grade when the promotion is recommended by both the children's council and youth council.



2. Availability

a. The Nursery Department will be open and childcare provided for:

i. Regularly scheduled church wide activities: Sunday and Wednesday services, revivals, and Discipleship Training.

ii. Special church wide activities, as needed.

b. The children's facilities are available only when under the supervision of authorized personnel.

c. Our goal is to have a minimum of two workers in each room at any time the children's facilities are open. Workers in the preschool/children's department must be members of Dutchtown Baptist Church who have been approved to work with children.

d. No one other than the children, regular workers, and those enlisted by the director of the department should be in the preschool classrooms.

i. This includes children of older ages & youth.

ii. This includes parents and family.

e. Anyone using the preschool rooms should clean up after themselves and also put the furniture back as they found it.

f. All situations not expressly covered by these policies shall be referred to the Children's Council for its consideration.

Receiving and Dismissal

1. As parents bring their child into the classroom at each session, the teacher will receive the child at the door of his/her room. When a child enters the room teaching will begin immediately, so we ask parents not to linger where they can be seen or heard. First time visitors will be asked to fill out a detailed information card on each new child.
2. No child should be in the Nursery/Children's education area unsupervised. Never leave your child in an unsupervised room.
3. Children's facilities open fifteen minutes prior to meetings and services. Parents are asked to pick up their child immediately at the close of each session. Sometimes even the most well adjusted child will become anxious if he/she is left after the other children have gone.
4. Never slip away from your child. Tell him/her in a firm kind voice that you are going but will be back to get him soon. Then leave immediately. If your child continues to be upset, the teacher will come for you! If you feel you must check on your child, please do so through a Preschool Leader so as not to disrupt your child's class.

Food Policies

1. Infants will be fed formula, milk, juice, or water as provided in non-breakable bottles. Please label each bottle with the child's name. Remember to give workers specific instructions on the preparation of your child's bottle because practices differ. Time restraints and circumstances do not allow for any other type of feeding.
2. Children may be served a snack of juice/water/kool-aid and crackers/cookies during morning and evening worship services. Occasionally, other foods are served as we study God's world. Parents will be informed of these times by a note on the door of the room.
3. Parents are encouraged not to bring snacks from home except under special circumstances.
4. A private area will be provided for nursing mothers.



Health Policies

1. Sickness

- a. For the protection of your child and the other children, parents are requested not to bring a child who appears to be ill. The Committee of Control of infectious diseases of the American Academy of Pediatrics and Dutchtown Baptist Church recommends that a child should not be taken from home when any of the following exists:
 - i. Fever – currently or within the previous 24 hours
 - ii. Vomiting or diarrhea
 - iii. Any symptom of childhood diseases such as scarlet fever, German measles, mumps, chicken pox, whooping cough or mumps, etc.
 - iv. Common cold – from onset through one week including a green runny nose
 - v. Sore throat
 - vi. Croup
 - vii. Any unexplained rash
 - viii. Any skin infection – boils, ringworm, and impetigo
 - ix. Pink eye or other eye infections
 - x. Thrush
 - xi. Any unexplained swollen or enlarged glands.
 - xii. **“WHEN IN DOUBT, APPLY THE “GOLDEN RULE.”**
- b. If a child develops a fever or other symptoms of illness, he will be isolated and the parents contacted to take the child home.
- c. An injury to a child will be reported to a parent immediately or when the child is picked up, depending upon the nature and severity of the injury.



- d. Parents should report any medical condition to the teacher upon arrival. When it is known that a group of children has been exposed to an infectious disease that is easily spread from person-to-person, parents and teachers of the children will be notified.
- e. Teachers are not allowed to give medication to any child. This policy is for the well being of all our children.

2. *Cleaning procedures for the Nursery*

- a. Children will be changed in their own crib, or on a non-porous changing surface.
- b. All workers and children shall be meticulous about hand washing. Hands should be washed with anti-bacterial soap after changing diapers, accompanying children to the rest room, assisting a child to wipe his/her nose and before handling food or snacks.
- c. All garbage shall be placed in trash cans and kept out of the play area.
- d. Used toys will be cleaned with one part bleach and 10 parts water.



How Parents Can Help

As a parent you can help your child learn about God by discussing the Bible in your daily conversation. Your child's Sunday School magazine will give you some of the Bible lessons we will be using each Sunday. For a child's first experiences at church to be happy and meaningful, the major responsibility is in the hands of his/her parents. Some helpful suggestions:

1. A child's adjustment to church is much more difficult after seven months of age, so we recommend bringing your child to church regularly at an early age.
2. Become familiar with the Children's Council's Policies and cooperate in every way possible. We are eager for your child to have happy experiences at church and trust you will be willing to help.
3. Parents are encouraged to talk with your child's teachers about your children. Any suggestions made concerning your child's well being or the children's department are always welcome.

4. Begin talking to your child positively during the week about going to church. Use the child's teachers and friends' names frequently during the week.
5. If you forget something and must return to your child's room, please stay out of sight, knock quietly and whisper to the teacher; then leave quickly. Try not to let your child see you, for this, may trigger him/her into thinking it's time to go.
6. Please do not bring toys, books, gum, etc. but do bring your child's Bible, labeled with his/her name.
7. All items brought to the nursery department such as bottles, pacifiers, diaper bags, blankets, etc., should be marked as to ownership.
8. Extra training pants should be brought for the child in training. An extra change of clothes should also be brought for each child. Be sure they are marked with his/her name.
9. Please provide a sippy cup labeled with your child's name for their use in the Nursery Department.
10. Due to a variety of learning experiences, please dress your preschooler in washable clothes. Although smocks are used to protect clothing, occasional soiling with tempera paint, etc. may occur.

Opportunities for Children

1. Regularly Scheduled Activities

Sunday Morning

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| 8:00 a.m. | Early Morning Worship Service
Nursery available (birth through two) |
| 9:30 a.m. | Sunday School for all ages |
| 10:30 a.m. | Morning Worship Service
Nursery available (birth through two) |

Extended Session available for ages three through kindergarten.



Sunday Evening

- 5:30 p.m. Awana (three years old thru 6th grade)
- 5:45 p.m. Bible Study and Prayer Meeting
- Nursery available (birth through two)



Wednesday Night

- 6:30 p.m. Evening Worship Service
- Nursery available (birth through two)

2. Additional Preschool Opportunities

- a. Vacation Bible School
 - i. A week long Bible study held for children 3 years old thru the 6th grade. Nursery is provided for children 2 and under when parents are Vacation Bible School Leaders.
- b. Parent/Baby Dedication
 - i. Parent/Baby Dedication is conducted during the Morning Worship Service as appropriate.
- c. Camps, Parties and Special events as announced.

3. Activity Teaching

At church we teach children about God through activities. Activities are very different from play.

When children choose and use materials to play with, they do so without the active involvement of an adult, parent, or teacher. Play has no intrinsic goal, but is done for the sheer joy of playing and learning.

Activity teaching occurs when a person uses play to achieve a specific purpose. It must be planned with a specific goal in mind. Activities also require the ACTIVE involvement and guidance of a teacher.

