

Discovery Zone Preschool Ministries
of Philadelphia Baptist Church
Loving God. Loving Others, Showing Others
God's Love

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Parent Handbook

Philadelphia Baptist Church



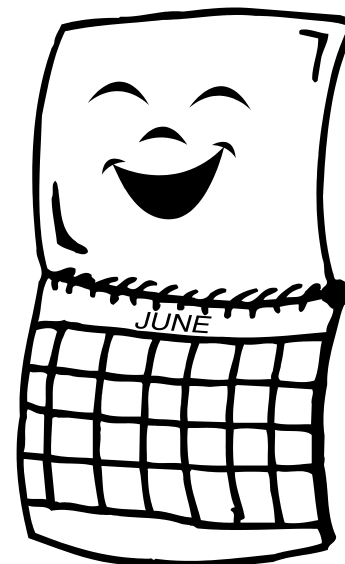
Where little ones discover
God's love,
God's Word
and God's plan.



Discovery Zone
Preschool Parent Handbook
Printed February 2009
Philadelphia Baptist Church

Our ministry includes several
events during the year often
including:

Easter Activity
Summer Water Play Days
Day Trips to the Zoo
Chuck E Cheese Play Day
Playground Play Days
Christmas Party



Teacher Responsibilities

- Our teachers are encouraged to take advantage of training opportunities sponsored by the church, association, and state.
- Teachers study the curriculum materials for age group and plan activities so that Biblical learning can take place when preschoolers attend church.
- Rockers are provided in the Bed Babies and Crawler rooms, but we ask our teachers to remain on the children's level as much as possible.
- At least two teachers are required in the preschool rooms at all times for safety and to provide good teaching opportunities to our children.
- Teachers are responsible to keep their classrooms neat and free from clutter.
- They are required to wash their hands upon entering the room, after each diaper change, and whenever needed.
- They change diapers when needed.



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A note from our Pastor...

Parents and preschoolers, welcome to one of the most exciting ministries at Philadelphia Baptist Church! Sandy and I are one of you – we, also, are preschool parents. Our daughter Kylee is in the two year old class. It is true; preschool is a priority at PBC.

Our preschool team, led by Mrs. Renee Brown, is one of the finest you will find anywhere. Our number one goal in Discovery Zone Preschool Ministries is to partner with you in teaching our children God's word at the very earliest stages of their lives (Deut. 6:4-9). We take every step to provide the best security possible for our children and our peace of mind as parents. We have invested thousands of dollars in *Parent Pager*, the most comprehensive, yet user-friendly, check in system we could find.

Because our preschool parents believe in our preschool ministry, they have whole-heartedly embraced our church policy that requires parent participation once a month. You will find more information about this requirement in this handbook. I believe you will find this opportunity a joy and not a chore.

Again, I am excited to be a part of this preschool parent team, and I welcome you aboard.

God Bless,
Philip Robertson
Senior Pastor



Parent Responsibilities

Parents are a child's first and most important teachers. We count it a great privilege to partner with parents in laying a foundation for faith in young lives.

Parents can help us by:

- Becoming familiar with Discovery Zone policies. These policies have been adopted by our church and are enforced for the well being of everyone.
- Remembering that each policy and guideline is based on the desire to provide a safe, secure learning environment for your child. Please ask the director to discuss with you any policy that you do not understand.
- Taking part in the **Parent Assistant Rotation System** that involves all parents who have children in the preschool department.

Parent Assistant Rotation

Our church has adopted the policy that all parents/guardians of preschoolers will serve in a preschool class once per month during one service. Working together, we can provide the best nurturing and learning environment possible to minister to our children. Our director, Renee Brown will contact new parents to enroll them on the rotation.



Helpful Hints:

Older toddlers, as well as two through five year olds may feel more secure and be able to part from parents with greater ease if they are allowed to walk to their own room. Never slip away from your child. Tell him or her in a kind firm voice that you are going, but you will be back soon. Leave immediately. If you child continues to be upset we will page you.

All items (pacifiers, bottles, diaper bags) brought to Discovery Zone should be marked as to ownership . **Please discourage the bringing of toys, books, gum etc.** We understand that some objects are needed for security, these special objects are permitted. If your child is potty training please bring an extra pair of training pants. A change of clothing is also suggested for your child's comfort.

Food

Our teachers will be busy guiding children in learning activities during class and will not be able to supply meals, which includes baby food. Prepared bottles are given in infant rooms and snacks & drinks are provided in older preschool classrooms. **Please alert teachers of any food allergies.**

A warming kitchen is available in the department; equipped with a microwave and highchairs should it be necessary for you to feed your child during any service.



Discovery Zone Preschool Ministries Mission Statement

The preschool ministry of Philadelphia Baptist Church exists to provide a secure and maturing environment for preschoolers where Biblical truths are taught as a foundation for Christian living and growth.

Purpose of Discovery Zone

“And Jesus Grew in wisdom and stature, and in favor with God and men.” Luke 2:52 NIV

Our goal is to nurture preschoolers and to help them grow just as Jesus grew—mentally (in wisdom), physically (in stature), socially/emotionally (in favor with man, and spiritually (in favor with God).

We seek to help preschoolers discover God's love, God's Word and God's plan for them, and to partner with parents to lay a strong spiritual foundation built upon God's Word.



Discovery Zone General Policies

Illness Policies

Preschoolers who show signs of illness, such as high temperature, should be kept at home. According to the *Committee on Control of Infectious Diseases of the American Academy of Pediatrics*, a child should not be taken from home when any of the following exists, or if they have had symptoms of the following within the previous 24 hours:

- Fever
- Vomiting and/or diarrhea
- Any of the symptoms of the usual childhood diseases—scarlet fever, measles, mumps, chickenpox, and whooping cough.
- Common cold—from the onset through one week (green or yellow nasal discharge)
- Croup
- Any unexplained rash
- Any skin infections (boils, ringworm, impetigo)
- Pink Eye or other infections
- Thrush

Whenever there is doubt, ask yourself, “Would I want another child with these symptoms to be with my child?”

Our teachers will not give preschoolers medication. If necessary parents may return to the department to administer medication.

If your child becomes ill while in Discovery Zone, you will be notified immediately to come for your child.

Preschool Hours of Ministry

Preschoolers will be cared for while parents are participating in activities and services of the church. Parents and guardians may leave a child in a preschool department ONLY in order to attend a church related activity.

Children enrolled in the preschool department will remain in their classroom until they are checked out and picked up by their parent or guardian.

Sunday Morning Schedule

Teachers and staff will start receiving children at 8:45 am or fifteen minutes prior to start of service. Exceptions made for parent(s) that are involved in choir.

Sunday Evening Schedule

Parents may begin checking in preschoolers at 5:45 pm or fifteen minutes prior to service. For parents attending church leadership (or MOPS planning) meetings children will be received at 4:45 pm .

Children must be picked up immediately after the close of services. Even the most well adjusted preschooler could become fearful or anxious if he or she is left after the other boys and girls are gone.

Wednesday Evening Schedule

Preschoolers who turn three by September 30th, may attend Cubbies in our Awana Program.

Preschoolers & Promotion

Discovery Zone Preschoolers are boys and girls ages birth through Pre-K. Our Discovery Zone Classes (rooms) are divided and titled:

Bed Babies
Crawlers
Toddlers
2 Year Olds
3 Year Olds
4 Year Olds



Promotion

Babies, crawlers, and toddlers (birth to 2 years) are referred to as younger preschoolers and will be promoted according to their physical development. The preschool teacher will make it known to our preschool director when children are ready to be transferred to the next class.

For example:

Bed Babies are newborns.

When they begin to crawl they are promoted to the Crawlers room.

When crawlers turn 1 year old AND are walking well they will be promoted to the toddler room.

Toddlers promote up to the Two Year Old class upon their second birthday.

Two Year olds are promoted to the Three Year Old class at the discretion of the preschool director depending on room space and child's development.

Accident Policy

We strive to keep your children as safe as possible. However, if your child is involved in some type of accident; you will be contacted immediately. An incident report* will be completed by the teacher(s) who witnessed the event and then given to the Preschool Director. First-Aid items** are also available if needed.

** Incident Reports are located in the Preschool Director's Office*

*** First-Aid items are located in Preschool Director's Office next to the Paging System.*

Discipline Guidelines

Our teachers give encouragement freely to all children. We set reasonable guidelines that consider the children's ages. The "room rules" are posted in each classroom. We strive to correct a child's misbehavior with love and to create an atmosphere of peace and respect in our classrooms.

If a child misbehaves our teachers follow these guidelines:

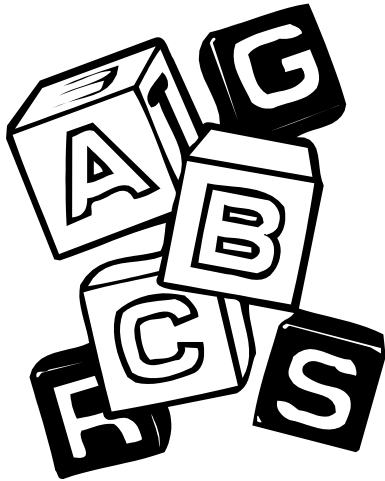
1. When a child displays inappropriate behavior, we take time to explain to the child what they have done wrong.

2. If the child continues to misbehave after the initial warning we implement time-out. One minute of time out for each year of the child's age. i.e. A 2 year old would sit in time-out for two minutes.

3. If the child continues to misbehave after the first two disciplinary steps the teacher will notify the front desk attendant to page the parent and have them address the problem.

Cleaning Procedures

- In Rooms with cribs, beds are stripped of used linens and other items the children leave behind.
- Linens, smocks, bibs, burping cloths, blankets, etc. are laundered after each use.
- Each bed (mattresses, rails, and any items attached to the bed such as mobiles, mirrors etc) are cleaned thoroughly.
- All equipment such as infant swings and walkers are washed and sanitized after children leave.



Safety

Parent Pager System

Because the safety of each child is important to us at Philadelphia Baptist Church, we have implemented a check-in system for the families of preschoolers. All families that have children birth through pre-k are required to have their information and pictures entered into our parent pager system. By specifying which adults can (and cannot) have access to a specific child, we create a safer environment for all children. After being entered into our Parent Pager System each family must check-in at one of our stations located at the front window or self check-in the nursery foyer prior to dropping off their preschooler in his or her classroom.

*** Older siblings may not pick up younger brothers and sisters unless they are 15 years of age and have been entered into the Parent Pager System.*

Screening Procedure

We require that all Teachers, staff and volunteers who work with minors (a minor is defined as any child under 18 years of age) to go through a screening process that includes an application form and a comprehensive background check through the Rapides Parish Sheriff's Department.

This process helps our church family by providing a safe and secure environment for all boys and girls who participate in our ministries and use our facilities. Through the screening process our church works as a team toward a common goal of being proactive rather than reactive. We want our church to be a safe and loving environment for every child and youth who enters our doors.