

Preschool Ministry

*Volunteer
Handbook*



faithbridgechurch

13720 McCormick Blvd.

Jacksonville, Florida 32225

904.220.2727 – www.wearefaithbridge.com

Dear Volunteers,

Thank you for your willingness to join FaithBridge Church's Preschool Ministry Team by committing to volunteer for one of our vital preschool ministries. Whether you are serving as a Connection Group Teacher, PIER volunteer or Paid Childcare worker your help enables all who enter our doors to celebrate worship and connect during small groups with minimal distractions. Your contribution to the body of Christ includes the littlest ones among us as we strive to provide them with a comfortable, safe and secure environment. In this way, we can demonstrate our desire to encourage positive feelings about celebrating worship from the earliest years of life. May God be glorified and honored as we strive for excellence in this ministry out of a deep and genuine love for Him and His people.

In Christ's Love,

Amy Morris

Preschool Ministry Director

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

Definition of Terms

Connection Group---The fully staffed session of Biblical teaching provided to our preschoolers using the Gospel Light curriculum and music.

Director ----- FaithBridge staff who is responsible for the oversight of the Preschool Ministry under the direction of the Associate Pastor.

PIER ----- The extended sessions at FaithBridge Church staffed with volunteers on a rotational basis. Parents of preschoolers that are regularly attending are asked to serve on our schedule once a month. Other members of FaithBridge and youth volunteers help us complete our PIER schedule.
(People Investing for Eternal Rewards)

Pre-K----- “Pre-Kindergarten”. Used interchangeably with preschool.

Room Divisions---Room assignments according to the child’s age for Sunday morning worship services. These are general guidelines. They may be altered for special events and evening services to accommodate attendance.

Volunteer ----- Used interchangeably with the term “worker”

Worker ----- Used interchangeably with the term “volunteer”

Youth Volunteers---Female volunteers from our Youth Ministry may be recommended for service by the Leaders within the Youth Ministry. These youth girls are only allowed to serve with permission during our PIER hour and with the permission of the Preschool Director and their parents. They must attend a mandatory training session provided by the Preschool Director. They are only allowed to serve one Sunday a month on the same rotational schedule as our other PIER volunteers, thus strongly encouraging Connection Group and Worship service attendance the other Sundays.

Volunteer Standards

Punctuality

Please be at your room and ready to go **at least fifteen minutes** prior to start of your service. Pray for the children you are about to serve with and ask God to give you a heart that is ready to guide and instruct them.

Schedule

Trade places with someone if you have a schedule conflict. Contact the preschool director to let her know of the change. Having no-shows places a burden on others. You will receive a reminder before your scheduled date, but please keep track of your schedule.

Disposition

For both visitors and regular attendees, it is imperative that we communicate our desire to serve by a cheerful disposition and friendly greeting upon arrival of the children. Also again at pick up time please take a moment and effectively communicate with the parent and offer your genuine attention to the parents of the child being released.

Safety

Pay attention to the doorways during your time of service to ensure that only those scheduled for preschool ministry service access the room. This serves a dual purpose...the safety of our preschoolers as well. Please keep your eyes on them that they **DO NOT** get out the doors. Please refrain from standing/sitting with your backs to the doors for their safety and yours. Remember: No volunteer should be alone in a room with a single child. Only female volunteers can change diapers and take children to the bathroom. Male volunteers should not change diapers or take the children to the bathroom.

Attitude

Be mindful of how you talk about your preschool service to others, "for out of the overflow of your heart, your mouth speaks." If you are struggling, ask God to give you a heart to glorify Him by serving His people. Repent of any sinful attitudes that are replacing a joyful attitude of service. Remember that Christ gives grace and strength to enable you to do your job well. If you have a conflict or complaint, prayerfully consider sharing it with the preschool director, or not at all.

General Information

Security

It is imperative that you only release the children to the parent, or person over the age of 18, that is holding the orange security tag that has the correlating number to the one placed on the child, or to the parent that is holding the beeper. If they do not have either of these and are requesting the child, PLEASE, redirect them to the PIER desk worker and/or preschool director for further assistance. We would rather prevent any problems than be the cause of one.

Nursing Mothers

Nursing mothers are welcome to utilize the “Shells” infant room as needed to breastfeed infants. This gives the mother/infant a quiet area to nurse. Mom may either check her infant in and come when it is time or use our space as needed.

Preschool Fire Evacuation Instructions

When you hear the fire alarm activated, preschool volunteers are to evacuate the children directly in their care and assemble them on the basketball court. You must take a head count prior to leaving your room and proceed immediately down the hall (opposite our normal entrance) towards the baby rooms and exit the double glass doors on the far west end of the Preschool Hallway. Infants should be placed in cribs together and pushed to the basketball court. The PIER desk workers will be posted at the entrance of the basketball court and you are to conduct another count of the children in your care. You are to remain with the preschoolers in the basketball court until the ‘all clear’ has been given by the Preschool Director to return to your classroom. **PLEASE** do one last head count once you are inside your preschool room!

Health Policy

For the protection of our children, we will not admit anyone with visible signs of illness. Please do not allow parents to bring a child to the nursery if s/he has had any of the following symptoms within the past 24 hours:

- Fever
- Diarrhea
- Vomiting
- Body rash with fever
- Sore throat with fever
- Runny mucous nose
- Severe coughing, croup
- Common cold
- Pink eye or other eye infection
- Any skin infection (boils, ringworm, impetigo, cold sores around mouth)
- Head lice
- Any symptoms of childhood diseases (measles, mumps, scarlet fever, chicken pox, or whooping cough.)

***Volunteers are not permitted to administer medications.**

****Children being treated with antibiotics should be on the medication at least 36 hours prior to admittance.**

Medical Emergencies

Typically a “boo-boo” can be handled with a few kind words, a hug, and a Band-Aid. We keep a **first aid kit** at the PIER Desk for any such occasions. Please inform parents of any small bumps, scrapes or bruises that occur while a child is in our care. For serious injuries, we should be prepared for careful and thorough action should such an instance occur.

Therefore follow these procedures for a serious injury involving broken bones, convulsions, fainting, unconsciousness, or other serious bodily injury:

1. Keep calm and keep the injured child as calm as possible. Speak soothingly to the child.
2. Do not move the injured child and do not leave her alone.
3. Signal to another volunteer to go to the PIER Desk to seek assistance.
4. Stay with the child and your Preschool Director will dial 911 if necessary.
5. A parent will be notified to come to the nursery area by one of the PIER desk workers.
6. Write out an incident report immediately following the emergency.
7. The Preschool Director and/or child’s connection group teacher will follow up with the parent later that week.

Shells/Turtles (Babies/Infants)

Volunteer to Child Ratio---1:2-3

Room Division---Children who are under age one by September 1. (Promotion for walkers occurs quarterly throughout year.)

Set Up

- Sign in at greeter area and get nametag.
- Place personal belongings out of children's reach.
- Wash hands.
- Smile and get your heart prepared to serve!

Greeting Children/Parents

- Remember your cheerful disposition when greeting the children and parents!
- Please ensure all children have the orange security tag on their back and their items properly marked with their names. Check with the parents for any instructions (next bottle feeding, are they coming back to breast feed, nap schedule, etc.)
- Children with symptoms of illness should not be referred to the PIER desk. Please enforce this! (See health policy in Preschool Handbook for guidelines.)

Diaper Changes

- Female volunteers should change diapers. For safety reasons, male volunteers and youth volunteers under the age of 18 are **not** permitted to change diapers.
- Only change diapers in the presence of another volunteer.
- **Never** leave a child unattended on the changing table.
- Fifteen minutes into the service begin checking diapers.
- Get a clean diaper from the diaper bag and place it in the changing area.
- Place rubber gloves on hands or wash hands thoroughly before changing each baby.
- Place a piece of wax paper on the changing pad, making sure the child's bottom is on the protected area.
- Put clean diaper on child.
- Place soiled diaper in baggie then in trash can along with wax paper.
- Remove gloves and discard in trash can or wash hands thoroughly.
- Spray sanitizer on changing pad after each use.

Naps

- Choose a clean crib or put a clean sheet on the crib before use. When putting a child down for a nap, please only lay them on the backs!
- When child awakes from nap, remove sheet and place in laundry basket.
- Please **note the time** the child naps on the **chart**.

Closing

- Thoroughly wash mouth toys and place in the designated basket.
- Wipe down all toys with disinfectant wipes or spray with Lysol.
- Put away toys and supplies and leave the room tidy.
- Discard any broken books or toys.
- Use clip board in resource room to write down any supplies needed.

Snails and Pelicans

Volunteer to Child Ratio---1:3-4

Room Division---Children who are one year old by September 1. (Also, any walkers promoted from Infant room throughout year.)

Set Up

- Sign in at greeter area and get nametag.
- Place personal belongings out of children's reach.
- Wash hands.
- Place a few toys out for the children.
- Smile and get your heart prepared to serve!

Greeting Children/Parents

- Remember your cheerful disposition when greeting the children and parents!
- Please ensure all children have the orange security tag on their back.
- Children with symptoms of illness should not be referred to the PIER desk.
Please enforce this! (See health policy in Preschool Handbook for guidelines.)

Diaper Changes/Potty

- Female volunteers should change diapers and take children to the bathroom. For safety reasons, all male volunteers and youth volunteers under the age of 18 are **not** permitted to change diapers or take children to the bathroom.
- Only change diapers in the presence of another volunteer.
- **Never** leave a child unattended on the changing table.
- Fifteen minutes into the service begin checking diapers.
- Get a clean diaper from the diaper bag and place it in the changing area.
- Place rubber gloves on hands or wash hands thoroughly before changing each baby.
- Place a piece of wax paper on the changing pad, making sure the child's bottom is on the protected area.
- Put clean diaper on child.
- Place soiled diaper in baggie then in trash can along with wax paper.
- Remove gloves and discard in trash can or wash hands thoroughly.
- Spray sanitizer on changing pad after each use.
- For children potty training, take to bathroom at least once. Leave door to bathroom open when taking a child to potty.

Snacks

- Use snack crackers and water provided by the church. If you are using snack food to correlate with your Bible Story, please utilize the **ALLERGY ALERT** signs and dry erase markers and POST on the door for all parents to see. Also make mention of this to the parent dropping the child off to ensure there are no food allergies that we are unaware of.
- Children themselves may not bring other snacks into the nursery, unless prearranged and approved by the preschool director and teacher for special occasions and birthdays.
- Please have children seated at the table in order to eat their snack.
- Use the floor sweeper to clean crumbs from carpet when finished.

Discipline

- For one year olds and older, there is an occasional need for correction.
- Attempt to address the heart issue with the child, not simply the behavior. Get down on their eye level when speaking to them to correct them.... (“Johnny, you hurt Joseph. God did not give us our hands/feet for hurting our friends.) Always include God and Biblical truths in the loving correction. (“Johnny God wants you to be kind to your friends.”) (“Jesus loves you Johnny and He wants you to love your friends and not hurt them.”)
- If a verbal correction is not obeyed, take the child aside and correct them (verbally) yet firmly. Let the child know that they will need to sit and think about (time out) the behavior that was disruptive if the disruptive behavior continues.
- If the child repeats the behavior; have them sit apart from the group in the classroom still (a general rule of thumb is **one minute per year of child’s age**).
- If a child becomes too much of a distraction to maintain a positive learning environment please seek the assistance of the PIER desk/Preschool Director.
- For a child who **bites**, seek the assistance of the PIER desk/Preschool Director. She will contact the parent and take care of the situation for all involved.

Closing

- Thoroughly wash mouth toys and place in the designated basket.
- Wipe down all toys with disinfectant wipes or spray with Lysol.
- Put away toys and supplies and leave the room tidy.
- Discard any broken books or toys.
- Use clip board in resource room to write down any supplies needed.

Pink/Orange SandDollars and Sand/HorseShoe Crabs

Volunteer to Child Ratio---1:4-5

Room Division---Children who are two or three years old by September 1.

Set Up

- Sign in at greeter area and get nametag.
- Place personal belongings out of children's reach.
- Wash hands.
- Wipe table with disinfectant wipes.
- Place out toys out for the children.
- Smile and get your heart prepared to serve!

Greeting Children/Parents

- Remember your cheerful disposition when greeting the children and parents!
- Please ensure all children have the orange security tag on their back.
- Children with symptoms of illness should not be referred to the PIER desk. Please enforce this! (See health policy in Preschool Handbook for guidelines.)

Diaper Changes/Potty Use

- Female volunteers should change diapers and take children to the bathroom. For safety reasons, all male volunteers and youth volunteers under the age of 14 are **not** permitted to change diapers or take children to the bathroom.
- Only change diapers in the presence of another volunteer.
- **Never** leave a child unattended on the changing table.
- Get a clean diaper from the diaper bag and place it in the changing area.
- Place rubber gloves on hands or wash hands thoroughly before changing each baby.
- Place a piece of wax paper on the changing pad, making sure the child's bottom is on the protected area.
- Put clean diaper on child.
- Place soiled diaper in baggie then in trash can along with wax paper.
- Remove gloves and discard in trash can or wash hands thoroughly.
- Spray sanitizer on changing pad after each use.
- For children potty training, take to bathroom at least once. Leave door to bathroom open when taking a child to potty.

Snacks

- Wipe table down with a **disinfectant wipe** before serving crackers.
- Use snack crackers and water provided by the church. If you are using snack food to correlate with your Bible Story, please utilize the **ALLERGY ALERT** signs and dry erase markers and POST on the door for all parents to see. Also make mention of this to the parent dropping the child off to ensure there are no food allergies that we are unaware of.
- Children themselves may not bring other snacks into the nursery, unless prearranged and approved by the preschool director and teacher for special occasions and birthdays.
- Please have children seated at the table in order to eat their snack. Use only the crackers provided by the church.
- Use the floor sweeper to clean crumbs from carpet when finished.

Discipline

- For disruptive children, there can be a need for correction.
- Attempt to address the heart issue with the child, not simply the behavior. Get down on their eye level when speaking to them to correct them....("Johnny, you hurt Joseph. God did not give us our hands/feet for hurting our friends.) Always include God and Biblical truths in the loving correction. ("Johnny God wants you to be kind to your friends.") ("Jesus loves you Johnny and He wants you to love your friends and not hurt them.")
- If a verbal correction is not obeyed, take the child aside and correct them (verbally) yet firmly. Let the child know that they will need to sit and think about (time out) the behavior that was disruptive if the disruptive behavior continues.
- If the child repeats the behavior; have them sit apart from the group in the classroom still (a general rule of thumb is one minute per year of child's age).
- If a child becomes too much of a distraction to maintain a positive learning environment please seek the assistance of the PIER desk/Preschool Director.
- For a child who **bites**, seek the assistance of the PIER desk/Preschool Director. She will contact the parent and take care of the situation for all involved.

Closing

- Thoroughly wash any toys placed in mouths.
- Wipe down all toys with disinfectant wipes or spray with Lysol.
- Put away toys and supplies and leave the room tidy.
- Discard any broken books or toys.
- Use clip board in resource room to write down any supplies needed.

Sea Animals/Sea Gulls

Volunteer to Child Ratio---1:6

Room Division---Children who are four or five years old by September 1. (Children who turn six may remain in the preschool until the following year.)

Set Up

- Sign in at binder in greeting area and get nametag.
- Place personal belongings out of children's reach.
- Disinfect hands with hand sanitizer.
- Wipe table with disinfectant wipes.
- Place toys out for the children.
- Smile and get your heart prepared to serve!

Greeting Children/Parents

- Remember your cheerful disposition when greeting the children and parents!
- Please ensure all children have the orange security tag on their back.
- Children with symptoms of illness should not be referred to the PIER desk. Please enforce this! (See health policy in Preschool Handbook for guidelines.)

Snacks

- Wipe table down with a **disinfectant wipe** before serving crackers.
- Use snack crackers and water provided by the church. If you are using snack food to correlate with your Bible Story, please utilize the **ALLERGY ALERT** signs and dry erase markers and POST on the door for all parents to see. Also make mention of this to the parent dropping the child off to ensure there are no food allergies that we are unaware of.
- Children themselves may not bring other snacks into the nursery, unless prearranged and approved by the preschool director and teacher for special occasions and birthdays.
- Please have children seated at the table in order to eat their snack.
- Use the floor sweeper to clean crumbs from carpet if needed.

Discipline

- For disruptive children, there can be a need for correction.
- Attempt to address the heart issue with the child, not simply the behavior. Get down on their eye level when speaking to them to correct them...("Johnny, you hurt Joseph. God did not give us our hands/feet for hurting our friends.) Always include God and Biblical truths in the loving correction. ("Johnny God wants you to be kind to your friends.") ("Jesus loves you Johnny and He wants you to love your friends and not hurt them.")

- If a verbal correction is not obeyed, take the child aside and correct them (verbally) yet firmly. Let the child know that they will need to sit and think about (time out) the behavior that was disruptive if the disruptive behavior continues.
- If the child repeats the behavior; have them sit apart from the group in the classroom still (a general rule of thumb is **one minute per year of child's age**).
- If a child becomes too much of a distraction to maintain a positive learning environment please seek the assistance of the PIER desk/Preschool Director.
- For a child who **bites**, seek the assistance of the PIER desk/Preschool Director. She will contact the parent and take care of the situation for all involved.

Closing

- Wipe down all toys with disinfectant wipes or spray with Lysol.
- Put away toys and leave the room tidy.
- Discard any broken books or toys.
- Use clip board in resource room to write down any supplies needed.

You have been a great help and blessing to the families and staff of FaithBridge Church!

· THANK YOU ·

Incident Report

Child's Name: _____ Sex: _____ DOB: ____/____/____

Date of Incident: ____/____/____ Time of Incident: ____:____ am/pm

Witnesses (Name and Phone): _____

Name of Parent Notified: _____ Notified By: _____

Time of Notification: ____:____ am/pm

Location of incident: _____

Equipment/Product involved (e.g. chair, door, indoor playground)

Cause of Injury (describe in detail):

Parts of Body Injured: _____

First Aid given at the facility (e.g. comfort, pressure, cold pack, washing, bandage):

Names of persons on-site who responded to and any other notable actions taken to respond to incident: _____

Signature of Preschool Director or PIER Desk Staff: _____

Date: _____