

Parent/Guardian Handbook

First Presbyterian Church

Peaceful Transitions child care ministry



*"Let the little children come to me."
Matthew 19:14*

Dear Parent/Guardian:

Welcome to our Child Care Ministries at First Presbyterian Church. We seek to provide a safe, Christian atmosphere for the youngest members of our church family. We hope that our loving care for your child will allow you to participate in the multitude of opportunities available here at First Church.

We believe that our children are God's greatest gift! Child Care Ministry provides special care to infants and toddlers that contributes to their well being and complements and strengthens the Christian nurture the child experiences at home. We strive to help your child build trusting relationships and feel a sense of belonging by reaching out in love and understanding.

We hope this handbook will convey our commitment to provide a safe, caring environment through volunteer caregivers, our Safe Sanctuary Policy, and a security paging system that ensures your child's safety. Please assist us in reaching this goal by taking time to review and understand our policies. If you have any questions or suggestions, we hope you will call us.

Once again, welcome! We look forward to serving the needs of your family.

First Presbyterian Child Care

Parent/Guardian Handbook Contents

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“Your word
is a lamp to my feet
and a light for my path” Psalm 119:105



Purpose of Child Care Ministry

To provide a physically and emotionally safe environment, that facilitates the healthy growth of babies and young children into the image and likeness of our Creator.

- To help each child feel comfortable and special
- To help each child feel secure with volunteers who care for him/her
- To help each child learn to play and share with other children
- To help each child have positive feelings about coming to church
- To encourage the active participation of parents/guardians in worship, Bible study, and other activities

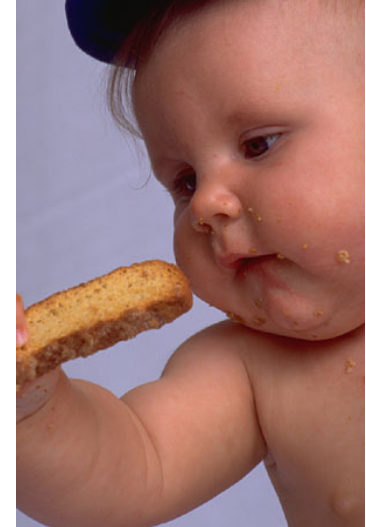


General Policies

1. The child care rooms are open each Sunday morning from 8:15AM—12:15PM. The rooms open 15 minutes prior to other scheduled events.
2. Check-In—Children are to be brought to their age-appropriate room and signed in by their parent/guardian. Pagers available upon request. Please use the “Special Instructions” space on the check-in form to share anything you feel the volunteer should know about your child.
3. Check-out—Parents/guardians should pick up and sign out their children immediately following the service or event they have been attending. Children will only be released to their parent/guardian.
4. Please have your child’s belongings properly labeled. This includes:
 - diaper bag
 - bottles
 - pacifiers
 - drinking cups
 - articles of clothing
 - blankets
5. Only plastic bottles clearly labeled with your child’s name and disposable diapers are to be brought to the child care rooms.

Food Policy

1. Infants will be fed formula, milk, juice or water as provided in plastic bottles. All bottles should be premixed and poured by the parent/guardian. A refrigerator is provided to keep bottles fresh. Warming instructions, if any, should be conveyed on the Child Care Attendance Sheet. Send only plastic bottles in the diaper bag. Please label each bottle with your child’s name.
2. Snack is not provided in the child care rooms. However, we will be happy to feed your child any snack you provide. We are a “peanut free” environment; we appreciate your cooperation. Please include bibs, spoons, straws or other necessary items in his/her bag. Food for toddlers should be cut into bite size pieces.



Health Policy

1. For the protection of your child and the other children, parents/guardians are requested not to bring a child who appears to be ill or exhibits any of the following:
 - Fever—currently or within previous 24 hours
 - Vomiting or diarrhea
 - Nasal drainage which is green or yellow in color
 - Any symptom of a childhood disease, such as chicken pox or mumps
 - Common cold or sore throat
 - Any unexplained rash
 - Pink eye or other eye infection
2. We will not administer any medication.
3. If your child develops a fever or other symptoms of illness while in a child care room, the parents/guardians will be contacted to take the child home.
4. If your child has a physical condition which may require specialized intervention or precaution, contact the Child Care Coordinator to discuss special arrangements.
5. Toys used by the children are washed at the end of each session and at other times that are necessary.

Safety—Safe Sanctuary Policy

We understand the importance of expressing God's love of young persons and providing for their personal wholeness in an environment which is caring and secure for all persons. To this end, our faith community, through Safe Sanctuaries, has established reasonable procedures to reduce the risk of physical, emotional, and sexual abuse of children as they participate in church ministries, and to protect staff and volunteers from false allegations of misconduct.

We care deeply about the safety and well-being of all of God's children that come to us to experience God's love.

Paging System

A silent paging system is in place and used as needed for parents/guardians of children needing extra TLC as they separate from their youngest.

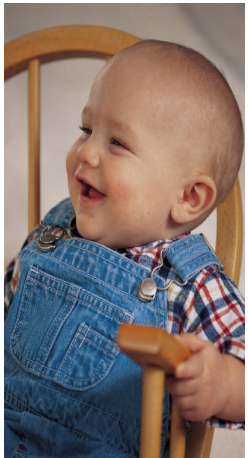
Pagers are assigned as children are dropped off in our child care rooms and returned when children are picked up from the caregivers.

Classroom Management

The behavior of children while in the child care rooms will be managed in a manner that will protect self-esteem while encouraging children's independence, creativity, and ability to mature and be nurtured in the growing knowledge of God's love.

Every attempt will be made to soothe a crying infant or child. In the event an infant/child cries inconsolably, the parent/guardian will be notified to assist.

Children are expected to follow the directions given by their caregiver. Any correction needed will be done in a positive manner. Parents/guardians are expected to encourage their children to follow directions given by a caregiver. The parent/guardian will be contacted if any child refuses to comply with the caregiver's direction.



Asking God to fill our children with the knowledge that they are "fearfully and wonderfully made," that they belong to God, and that they are precious in His sight can lay the groundwork for a lifetime of emotional security and health.

First Presbyterian Child Care

Caregiver Qualifications

In addition to meeting the requirements of serving as a volunteer in our Child Care Ministry and completing Safe Sanctuary Training, persons providing child care at First Presbyterian Church shall:

Enjoy being with children

Show patience and love for children

Have child care skills which include: diaper changing, bottle feeding, cup feeding, holding, burping, soothing and engaging in play



"Be kind and compassionate to one another"
Ephesians 4:32a

Reservation Policy

1. Sunday morning child care is provided in the Nursery and Toddler Rooms for infants and toddlers (thru 36 months) No reservation is needed.
2. For other church-sponsored activities and events in which child care is offered, reservations are required.
3. Reservations for child care should be made as soon as possible by either contacting the Children's Ministry Office or by designating the need on an event registration form.
4. If, after making a reservation, you find your child will not be attending, please call the Children's Ministry Office to cancel the reservation as soon as possible.
5. Children without a reservation will be accepted on a space-available basis. For the safety of your children, those without reservations cannot be accepted into the child care rooms when space is unavailable. There is a maximum capacity for each room based upon the ages of the children, size of the room, and number of caregivers.

How Parents/Guardians Can Help

1. To assist your child in adjusting to his/her surroundings, bring him/her to church on a regular basis.
 2. Make and cancel child care reservations in a timely manner when reservations are required.
 3. Sign-in your child properly by completing all of the information on the Child Care Attendance Sheet located at the entry of each child care room. If using the silent paging system, please return the pager when you pick up your child.
 4. Be sure to label ALL of your child's belongings clearly—include a diaper bag tag on the diaper bag. Always bring a change of clothing in case of spills or soils.
 5. Offer to volunteer in a child care room. Blessings abound when together we care for the youngest of God's flock. Please complete a Child Care volunteer form to offer your time to this important ministry.
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