



Preschool & Children's Life  
Group  
Teacher Manual



732 Indian Trail-Fairview Road – Indian Trail, NC 28079 – (704)-882-1005

Dear Teacher,

Welcome to the joys of working with children. We love children at FBC Indian Trail and take ministering to them very seriously. We know that children are the church of tomorrow and we have a responsibility to train them now for a lifetime of service.

We created this manual to help communicate the vision, policies, procedures, and forms needed to minister effectively.

Please read the entire manual and keep it handy. Thank you for volunteering to help make a forever difference in the lives of children. In order for these children to take their place as part of the body of Christ, we need your help to minister to them and their families and provide godly examples.

Thanks for joining our team. If we can help in any way, please give us a call in the church office at  
(704) 882-1005.

Because of Christ,

Pam Rhodes  
Director of Preschool Ministry

David Joiner  
Minister to Children and Families





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# PART I

Welcome to the Children's Ministry  
of First Baptist Church Indian Trail







## **Introducing Our Preschool & Children's Ministry**

### **From the Rev. Mike Whitson, Pastor...**

Again and again in scripture the Word reveals our responsibility to teach and train children in the way of The Lord. From the time of their birth their hearts and minds should be exposed to the Love of God. That support system begins at home with parents assuming their God-given responsibilities. The church then comes alongside that home to provide additional opportunities for their Christian education.

Each week hundreds of children are entrusted to our care with the assumption that the Bible will be taught at every age level. Our task is not one of simply ensuring their safety, or entertainment, or social, but instilling Biblical values from the time that they enter our program until the parents return to pick them up. The end result of course, is for the Glory of God in the salvation of these little ones.

We are certainly blessed with many staff and volunteers who take this task seriously and are committed to fulfilling the great commission with children.





## **PRESCHOOL MINISTRY**

### **Our Structure**

The Preschool Ministry of First Baptist Church of Indian Trail is set up in six departments: infants 0-7 months, 8-12 months, one year old, two year old, three year old, four year old. Each of these departments is subdivided by birthdays. Each department has a director who is in charge of overseeing the rooms in their age group. Teachers report to the Department Directors, the Directors report to the Director of Preschool and Minister to Children and Families.

## **CHILDREN'S MINISTRY**

### **Our Structure**

The Children's Ministry of First Baptist Church of Indian Trail is set up in six departments: Kindergarten, 1st grade, 2nd grade, 3rd grade, 4th grade, and 5th grade. In addition, we have our JOY class for those who have special needs. Children are placed in a class based upon what grade in elementary school they are. Each department has a director who is in charge of overseeing the rooms in their specific grade. Teachers report to the Age Group Directors, the Age Group Directors report to the Director of Preschool or the Minister to Children and Families.

### **Service Times**

Sunday Mornings

9:15 am

11:00 am

Wednesday Evenings

6:30 pm – 8:00 pm

### **Phone Numbers**

- First Baptist Church 704-882-1005
- David Joiner 229-344-7815  
*Minister to Children and Families*
- Pam Rhodes 704-560-1720  
*Director of Preschool Ministry*
- Jan Kenley 704-999-9832  
*Preschool Director*
- Dana Edmisten 704-275-4057  
*Director of WeeWorship*
- Sandra Smith 704-242-3108  
*Director of Infants and Ones*
- Lynette Yedowitz 704-320-9396  
*Director of Ones and Twos*
- Kristin Lankford 704-907-5056  
*Director of Twos and Preschool Curriculum*
- Jan Williams 704-458-1082  
*Director of Threes and Fours*
- Hillary Farley 980-328-5915  
*Director of Kindergarten – 2<sup>nd</sup> Grade*
- Samantha Quinn 704-221-6011  
*Director of JOY*
- Sarah Weiss 704-724-0474  
*Director of Kidz Worship*
- Lizzie Kendall 704-218-1095  
*Director of MidWeek Kidz*
- Church Emergency 704-893-2640



## JOB OPPORTUNITIES AND RESPONSIBILITIES

### How to Become a Worker

Christians who are in places of responsibilities in the church are requested to be examples in faith, conduct and business affairs. To maintain a high standard is one of the best ways to present Christ to the people of our community.

1. All those interested must fully complete a ministry application and a background check. <https://ministryopportunities.org/portal/FBCIndianTrail>

2. All applicants must be approved by the Preschool Director, or Minister to Children and Families.

All workers, regardless of who they are and how long they have attended FBC, must fill out a ministry application, safety procedures and protocol and a background check. These must be approved by the Director of Preschool or Minister to Children and Families.

### Guidelines

The following guidelines are required of any person who works in the Preschool & Children's Ministry at First Baptist Church of Indian Trail.

1. Be saved and baptized by immersion.
2. Be active at FBCIT for at least 3 months.
3. Be able to make a one-year commitment.
4. Complete a volunteer application and a background check.
5. Be loyal to the Pastor and leaders at FBCIT.
6. Be faithful to your assigned position.
7. Live a separated Christian life.
8. Attending all workers meetings and workshops.
9. Be faithful to regular church services.

10. Give adequate notice of any absences.
11. Be ready to receive children 15 minutes before starting time.
12. Be neat in your appearance.
13. Complete appropriate workers training.

### Leader-In-Training (LIT) Policy & Program

We appreciate our teens' willingness to serve, and their desire to be a blessing to the Preschool & Children's Department here at FBC. We believe God can use young people to minister; however, the following guidelines are given to help clarify our policies and LIT Program. LIT's are not allowed to be counted as the second adult in classrooms with children under the age of five.

1. To work in the Preschool and Children's Ministry you must be in the 7th - 12th grade.
2. You must complete the Leader-in-Training applications and be approved by the Youth Pastor as well as the Preschool Director or Minister to Children and Families.
3. Attend any future LIT training that is required.
4. You must be active in attending your age-appropriate Life Group and Wednesday Night Youth Group in order to be a Leader-In-Training.
5. LITs should never take a child to the restroom or change diapers.
6. LITs should never take a child out of the room alone or be with a child alone in any circumstance.
7. LITs may take a group of K-5th graders to the restroom but should remain outside at the door.
8. You must be flexible in the positions you are asked to serve as a Leader-In-Training. You should realize you may be moved into different rooms to gain valuable experience from various teachers.



9. You will actually teach a portion of the class each month with the teacher's help to show the leadership skills you are learning and put them into action with the children.

### **Absences**

- Teachers: It is your responsibility to notify your Age Group Director when you are going to be absent. Please let them know as far in advance as possible.
- Age Group Director: Please notify the Preschool Director or Minister to Children and Families in advance if you plan to be absent.

### **“What happens when I’m out?”**

There are going to be times when you will not be here due to illness, vacation, and other reasons. For the sake of the children and the other teachers in the class, you will want your class to proceed normally during your absence. Following these guidelines will help the children have a positive experience when you need to be away.

### **Remember that being a regular teacher is important because it:**

- Builds trust and security into the lives of the children.
- Provides children the opportunity to experience maximum learning opportunities through trained teachers.
- Notify your director in advance if you are going to be out.
- If unable to reach your director, contact the Preschool Director or the Minister to Children and Families, depending on your ministry.
- When at all possible, tell the children when you will be out. This builds a sense of trust and keeps them from becoming anxious when you are not there.

If you have a last-minute emergency, such as an unexpected illness, contact your department director as soon as possible before the session.

## **MINISTRY OPPORTUNITIES**

- Directors
- Teachers
- Assistant Teachers
- Substitute Teachers
- Snack Coordinator
- Greeters
- Guides
- Registration Attendant
- MidWeek Kidz/WeeWorship  
Wednesday Teachers & Assistants
- VBS Workers

### **General Job Responsibilities**

The following guidelines are general rules that apply to all Preschool and Children staff.

1. Please pray for your class.
2. Please be on time! Check-in begins 15 minutes before each service. All workers need to be at their posts ready to receive children at that time. If you attend the first service, you need to leave in time to be in your class 15 minutes early.
3. Only the teachers are allowed in the rooms. Parents are not allowed to enter the rooms.
4. There should be two teachers in a room at all times.
5. The rooms are to be kept locked at all times.
6. **Do not take a child out of the Preschool or Children's area for any reason.**
7. Never leave a child unattended.
8. When using the changing table, have one hand on the baby at all times.
9. Always have babies buckled into swings,



- highchairs, and walkers.
10. Put a clean sheet on the crib after each child.
  11. **If you have a child of your own in the room you are working in, and your child won't allow you to minister to other children, please talk to your director about moving to another room to minister.**
  12. Everyone is responsible to help clean and disinfect the room and toys after each class.
  13. It is required that you attend at least one service per week in the main auditorium, The 1. Lift or Life Group.
  14. Please let the Director know at least one month in advance if you plan to leave the Ministry.

## **JOB DESCRIPTIONS**

### **Assistant Preschool Director**

1. Assist Director of Preschool with planning and coordination of entire ministry.
2. Serve as primary back up for the Director of Preschool.
3. Follow up with Age Group Directors on a weekly basis to insure constant readiness for Sunday.
4. Provide leadership role in major ministry events (i.e. Trunk or Treat, Parent, Child Dedication, Easter and Christmas Activities, Summer Programs, etc.).
5. Support Directors of WeeWorship and Kidz Worship as needed.
6. Other projects and duties as assigned by the Director of Preschool.

### **Department Director/Age Group Director**

1. Recruit for the rooms in which they are responsible.
2. Check on their assigned rooms for each week to make sure the rooms

- are open and the teachers are there and on time.
3. Help to get any last-minute help that may be needed.
  4. Be willing to step into class to teach when necessary.
  5. Provide training for new teachers, assistants, & LITs.
  6. Communicate all necessary information from the Preschool Director or the Minister of Children and Families to the teachers in their area.
  7. Make new workers feel welcome. Introduce them to the team of workers in which they will be working.
  8. Touch base regularly with the teachers working with you.
  9. Be available for the teachers to contact you with any needs, and to let you know when they are using a sub for their assigned class.
  10. Let the Preschool Director or Minister to Children and Families know in advance of any planned absences.

### **Greeter**

1. Be available in the front of the Children's Center area 15 minutes prior to the service you are working and be able to stay approximately 15 minutes into the service time.
2. Be familiar with the location of the classes and the Directors and teachers.
3. Sign visitors in and explain how the check-in system works.

### **Guide**

1. Escort the parents and the child to the appropriate room.
2. Escort parents to their Life Group room and/or the Worship Center.



### **Teacher/Assistants/Subs**

1. All teachers need to have the room and their assignments prepared before the children arrive.
2. Loving the children and meeting their needs is our number one concern. That is why we ask you to accomplish the following goals:
  - A. Always make the children feel welcome and important. Be friendly. Talk to them before and after class. It is not the time to visit with other teachers or be on your cell phone. Be sure to communicate needs or potential problems to the Director. Many times, children will reveal to you problems needs and prayer requests. Be sure to pass this information on to the Director who is responsible for reporting to the Preschool Director or the Minister to Children and Families.
  - B. Always keep a controlled environment in the classroom, including before and after class.
    - a. No running in the classroom at any time.
    - b. No fighting or rough play.
    - c. Always participate with kids.
    - d. Keep an eye out for potential problems.
3. Please pray for your class. Pray specifically for each child.
4. All teachers are required to attend at least one adult service per week.
5. Discipline:

Always give children a warning and tell them what they are doing wrong. If the problem persists, use your discretion in handling the problem such as: (1) moving or separating the children involved, or (2) standing children against the wall. **We cannot spank.** If the behavior of a child is uncontrollable or consistently disruptive, the Age Group Director should be called. It is up to the Director of Preschool or Minister to Children and Families to tactfully mention any problems to the parents.
6. There should always be two teachers in the classroom at all times.



## PART II

### Polices & Procedures







## PRESCHOOL SET UP AND END OF SERVICE

### Set Up

1. 2. Sheet beds. (For Infant/Waddler Rooms)
2. Turn on music to receive children.
3. Make sure you have all items needed for the session.

### During the Service

1. Remember you are ministering, and you are the extended hands of God.
2. In the infant room, please do your best to see that each baby is held and ministered to at least once.
3. **Check each child's diaper at least once**, and please change them on the changing table, not on the floor.
4. Wipe the changing table with the bleach water provided and wash your hands after each diaper change.

#### **Always Wear Gloves!**

5. Wash your hands after wiping a runny nose.
6. Never leave a baby unattended on the changing table. Keep one hand on the child at all times.
7. **Men and LITs may not change diapers.**
8. Place non-crawling infants on a blanket when on the floor or mat.
9. Please put children in the Waddler rooms into high chairs during snack time. Have children one year and older sit in chairs before receiving their snack.
10. Keep children clean at all times, and double check each child's face and nose before sending them to parents.
11. Allow yourselves approximately 10 minutes before service is over to put children "back together" i.e. shoes, bows in hair, etc... Check the room to see that all pacifiers, bottles or any

personal items are with babies' bags to be sent home.

12. Children may be a part of picking up toys, especially those 18 months and older. Please encourage them.

### After the Service

1. All workers are required to stay and help wash toys and disinfect the nursery.
  - A. Toys can be cleaned by spraying them with a disinfectant solution and left to dry.
  - B. Swings, beds, tables, chairs and mirrors are to be sprayed with disinfectant spray and left to dry.
2. Take the sheets off used beds and wipe beds down (including mattresses) with disinfectant.
3. Please leave the room looking neat with things in their proper places.

## PRESCHOOL & CHILDREN CLASSROOM POLICIES AND PROCEDURES

All doors to the classrooms will be kept locked at all times. Do not allow anyone into the rooms. When releasing the children, one teacher is to stand at the door, take the security claim check from the parent, and let the child slip out to parents. The other teacher can help keep the other children busy while this process is going on.

### IMPORTANT

After checking children in, be sure to take a copy of the roll wherever you go. (Preschool – attach roll to orange clipboard, located in the top right drawer of each classroom. Elementary – always keep roll and red emergency bag with you.)

- ALWAYS count children before you





leave the room.

- ALWAYS count the children when you arrive at your destination.
- ALWAYS count the children when you line up to head back to the room.
- ALWAYS count the children when you get back to the room.

### **Security—Pick-up Policy & Paging System**

Making sure children are safe while in our care is our first priority. FBCIT has installed a computerized check-in system. This system will not allow anyone to pick a child up unless they have the pick-up tag. This tag can only be obtained by the parent after they have completed the check-in process. **NO ONE UNDER 18 MAY PICK UP A CHILD.** In addition, we will text or call the parent on their cell phone, if we need them for their child.

### **The Check-In Process**

Check-in kiosks are located in the children and preschool areas of the church and in the Kidz Theater during Kidz Worship. Parents can use any computer to check their children in. The computers are touch screen. The parent scans their scan card. This brings up a screen with each family member listed. The parent touches the name of each person they are checking in. The next screen is for extra name tags for diaper bags, cups, etc. The parent touches the number of tags they need. They then press “done” and their tags are printed. The name label is placed on the back of the child and the parent takes the pickup tag, which they will present to their child’s teacher when picking he/she up.

At the discretion of the Director, Kids Pastor or Age Group Director, a parent may be notified by calling the parent’s cell phone number. When the parent of the distressed child arrives, he/she should be invited into the room or directed to the nursing room to care for their child.

When a parent must be called, contact Pam, David or one of the Directors.

### **Protecting Children From Abuse**

Child psychologists and researchers have determined that children must feel safe and secure in their environment before they can learn in any area. It is extremely important that we provide an environment in which each child feels secure emotionally and physically. Only then can we begin to teach them spiritually. There are several precautions we take to make safety a reality. For the protection of each child, please be aware of these policies and bring any concerns to our attention immediately.

## **THE DEFINITIONS OF CHILD ABUSE**

### **FBCIT IS A MANDATORY REPORTING AGENCY**

#### **Physical Abuse**

Non-accidental injury, which may include beatings, violent shaking, human bites, strangulation, suffocation, poisoning or burns. The results may be bruises and welts, broken bones, scars, permanent disfigurement, long-lasting psychological damage, serious internal injuries, brain damage or death.

#### **Neglect**

The failure to provide a child with basic needs including food, clothing, education, shelter and medical care; also abandonment and inadequate supervision.

#### **Sexual Abuse**

The sexual exploitation of a child by an older person as in rape, incest, fondling of the genitals, exhibitionism or pornography. It may be done for the sexual gratification of the



older person, out of a need for power or for economic reasons.

### **Emotional Maltreatment**

A pattern of behavior that attacks a child's emotional development and a sense of self worth, such as constant criticizing, belittling, insulting, manipulation; also, providing no love, support or guidance.

## **REPORTING SUSPECTED CHILD ABUSE**

1. Familiarize yourself with the definitions and descriptions of child abuse listed in the previous selection.
2. If you suspect that a child involved in any of the programs of FBC Indian Trail has been abused, the following steps are to be followed:
  - Report the suspected abuse to your Director, the Preschool Director or the Minister to Children and Families.
  - Do not interview the child regarding the suspected abuse. A trained professional will conduct this interview.
  - Do not discuss the suspected abuse with the other workers, parents, etc. All information regarding the child should be kept confidential with your Ministry Supervisor and the proper authorities.
  - **Only communicate suspicions with your director, the Director of Preschool or the Minister to Children and Families.**
3. After a worker has reported the suspected child abuse case, proper steps will be taken to report the suspected abuse to the designated reporting agency.

**The following guidelines are enforced for the protection of our children:**

- Background checks are run on all individuals working in our children's department.
- Do not allow anyone you are not expecting in the room. Observers will be brought to your room by a director. If you are ever in doubt, tell the person to please check with the Director, who will bring them to the class. It is better to be safe than sorry.
- **Two teachers must remain in the classroom at all times. If a teacher needs to leave the room, someone must be contacted to assist while the teacher is out.**
- **No one is ever to take a child out of the room AND be by him/herself with that child.**
- Children can only be taken out of the classroom:
  - to go as a group on a nature walk.
  - if a **BABY** is extremely upset and needs to be walked in the hall. **In this case, the teacher can only walk the child directly in front of his or her classroom and cannot leave that hallway AND your Director needs to be with you.**
- Teachers must carefully follow Restroom Procedures:
  - ✓ The door to the restroom **must remain partially open** with the teacher standing outside, one foot in the door, and the child attending to his own needs, unless help is absolutely required.
  - ✓ Teachers and room helpers should never be alone with a child.
  - ✓ Always leave the restroom door **open at all times.**
  - ✓ Men should never assist a child at the restroom.
  - ✓ Allow the child to do everything that he possibly can do for himself.
  - ✓ Have children wash their hands, and your own if you assisted.



Children will only be released to the parent or adult with the appropriate claim check. Without this verification, the adult must provide picture identification and their name must be the one on the original security slip. Remember that a security system only works if it is used correctly!

### **Adult Visitor Policy**

Visitors are an important part of FBC, so please make them feel welcome at all times.

**All adults** in the classrooms must have a current background check completed and approved. Adults who wish to visit must have permission from the Director and they can pick up a name tag from the Welcome Center desk. They must wear this name tag while in the class. This must be done for any adult staying in the classroom with their child. Be friendly and tell them how glad you are to have them visit. Visitors are not allowed to take children to the bathroom or change diapers.

### **Nursing Mother's Room Policies**

The Nursing mother's room is available each service. It is located next to the Kidz Theater.

## **INJURY PROCEDURE**

We strive to provide a safe and secure environment for our children and teachers. However, any time you have a group of children and teachers together for an extended period of time, injuries will happen. Most injuries are not serious, but may become serious if not handled correctly. Reviewing the following procedures will help you to handle any of these situations appropriately.

### **Injury to a Child**

Children can do things to themselves that adults would never dream of. The best way to protect our children from injury is to never have anything in the room that is not for them. Also, plan only the activities you can safely supervise with the number of teachers you have. For example, children love to make play dough using an electric skillet. This activity can be done safely when you have one teacher specifically assigned to the activity supervising no more than five children.

No matter what we do, children will get hurt occasionally. The most common injuries are bites, rug burns, and bumps from falls. **No matter how insignificant an injury may appear to be, it must always be reported to the age group Director, Preschool Director or Minister to Children and Families.**

Following the incident, an **Incident Report must be completed** by the teacher who handled the injury. The report must be completed before the end of the session and given to the director of your age group. Ask your director to give you an incident report.

**All injuries should be reported to the parents when they pick up their child. Tell them calmly what happened and what you did to treat the injury. If another child caused the injury, never give the child's name.**

**First aid supplies are available in the resource room for the treatment of minor injuries. Ice and ice packs are available from Directors/staff. Treat injuries only with available supplies in the first aid kit.**

**Injuries requiring more than minor first aid require contacting a Director right away. ONLY a Director or staff member should go for parents if the child needs follow-up emergency treatment.**



### **When a Child is Bitten**

All bites should be cleaned with soap and water. The preschool staff must be notified and an incident report completed. When the parent comes for the child, tell them their child was bitten. But, NEVER tell them the name of the child that did the biting.

Help parents understand that we are very sorry this happened to their child. Most preschoolers bite sometime in their life because they become frustrated, their gums hurt due to teething, or by accident when they are trying to kiss. Help parents know that their child was comforted and recovered quickly.

When a parent is very upset, remain calm and understanding. Ask them if they would like to talk to the Preschool Director or other staff member. Encourage them to call the office to talk to the Preschool Director about their concern. Let them know you are concerned, but do not try to rationalize with them. It is better just to listen.

#### **Note:**

- ✓ If the skin was broken, strongly recommend that they call their pediatrician.
- ✓ Be sure to call the parent the next day to check on the child.
- ✓ Complete and turn in an incident report.

### **Mongolian Spots/Bruises**

Anytime bruises or any other questionable marks are identified on a child, teachers need to notify a Director immediately. A type of birthmark that appears like a bruise on a child is a Mongolian spot. These spots are large flat lesions that are usually found on the lower back or buttocks of infants at birth. They can also be found on the legs, arms or shoulders; but this is less common. Mongolian spots are found on 90% of Native Americans, 80% of Asians, and 70% of Hispanics.

## **EVACUATION PROCEDURES**

### **In the Case of Fire**

1. Teachers remain calm.
2. Gather children.
  - a. Infants: Place babies in the evacuation crib located in each room. It is the crib with larger wheels and more support.
  - b. Older children: Line up the kids. Put a teacher at each end of the line.
3. Have the kids hold hands.
4. Take them to the nearest exit door, away from the fire. If you are in your room, use the exit door in your room.
5. The teacher is to count them as they go out the door to make sure that all are accounted for.
6. Walk, don't run, to the outside of the building.
7. Shut the door behind you.
8. Move away from the building.
9. When outside, sit the kids together in a group and check to make sure you have all children. **If parents come to pick up their child, please make sure to take their tag as you would normally do. Please inform the parents their child's belongings are still in the classroom.**

### **In Case of Tornado**

1. Remain calm.
2. Infants: Place babies in the evacuation crib located in each room. Go to the hallway nearest the classroom. Stay up against the walls and away from any doors or windows.
3. The teacher is to count children as they go out the door into the hallway to make sure all are accounted for.
4. Sit the children on the floor, facing the door.



## ACTIVE SHOOTER

### **Active Shooter Policy**

1. Read the Active Shooter Policy and be prepared to act.
2. Key: BEFORE actions include PREVENTION and TRAINING.
3. Be cognizant of the atmosphere within your room. Be aware of changes of behavior in a student and/or staff.
4. As soon as you enter a room, note the best place to “hide” should an Active Shooter come on the campus. This is the corner of the room, out of sight from the door window. \*Shut the door, if not already shut. Keep closed and locked at all times.
5. Keep your clipboard in the same place in the room. This clipboard should contain your printed roll (from the Sunday Morning Packet) and a Red Card.
6. Always have your cell phone with you. It will be your lifeline should an emergency arise.

**Please read the FBCIT and MCA Emergency Preparedness Response Procedures**



# Emergency Preparedness Response Procedures

## Quick Reference Guide



**METROLINA**  
CHRISTIAN ACADEMY  
ESTABLISHED 1992





## **EMERGENCY PREPAREDNESS RESPONSE PROCEDURES OVERVIEW**

Taking action before an emergency occurs can save lives, prevent injuries, and minimize property damage in the first moments during a crisis situation, whether this results from a natural disaster or a manmade crisis. We will update and practice Emergency Preparedness Response drills each year. Teachers should understand these plans and their roles within them, allowing them to implement emergency response protocols with confidence and structure.

Although every school's needs and circumstances are different, based upon their layout, location, and population, there are three basic response actions available in an emergency situation:

- Outside Evacuation

- Shelter-in Place/ Lock Out (restricted outside activity)

- Jack London Lockdown or a combination of these actions





## OUTSIDE EVACUATION: **FIRE**

### **Fire Alarm Will Be Activated**

Requires immediate staff response by evacuating the building.

Follow fire drill evacuation route posted on the classroom or building wall.

MCA Teachers bring **red notebook, first aid kits or BBP kits, and cell phones.**

FBCIT staff and volunteers follow the same evacuation protocol. Those responsible for children should count to ensure that all are accounted for.

## OUTSIDE EVACUATION: **BOMB THREAT**

**Voice Prompt:** Evacuate According to Administration or Church Staff Instruction

If you find a suspicious object – **REPORT IT** – do not touch, jar, or move it. Notify the school office or church staff immediately.

Bomb threats are usually telephoned in. If you are the recipient of a call notify the office or church staff immediately.

All teachers or church attendees will be notified by voice prompt or runners from the administrative office depending on the situation. Electrical systems may be linked to bomb/device. **Do not use any hand-held radios.** Leave two or three windows and your door open.

Once notified, **EVACUATE** following the fire evacuation route posted in your room. MCA staff take your **red emergency notebook.**

The recipient of the call should:

- Notify the Administrator or church staff immediately!
- Delay the caller by getting him/her to talk about why/where the bomb was placed, why he/she wants to hurt someone, what he/she hopes will come from placing a bomb on a school campus.
- Note whether the caller is male/female, the exact time of the call, approximate age of the caller, and any background noise.



## OUTSIDE EVACUATION: UTILITIES & MAINTENANCE EMERGENCIES

### **Electrical Failure**

Do not allow students to be in the hallways or other areas without supervision.

Do not change classes until instructed.

Keep students calm and quiet.

The building's emergency lights, if so equipped, will come on automatically.

Each teacher has a flashlight in his/her classroom.

### **Gas Leak**

If any staff member or student smells gas, act quickly.

Open windows immediately.

Call the Administrator or Principal or Executive Pastor and they will call **911** to report a possible gas leak.

Do not turn any electrical switches **on** or **off**.

The school Administration will notify all teachers in the event of an emergency evacuation of the building.

Follow the fire evacuation route posted in your room.

Once you get to safety, be sure to count all students. For MCA, **Roll call is mandatory**. Please adhere to the following signals: **RED** – Missing or injured person/people.

If immediate evacuation of the property is necessary, students will be loaded on buses and shuttled to a safe rally point located away from the school.

All Staff should bring personal cell phones to help notify parents.

Teachers will release students to parents or emergency contact person. Teachers must write down the name of the person who picked up each child on the **situational emergency student release form** (located in red emergency notebook).



## LOCKDOWN: JACK LONDON

### **Voice Prompt:** Jack London

In a school or church setting, there are several reasons to call for an immediate lockdown of the campus. One might be a non-custodial parent or former spouse of a staff member who attempts to obtain access to a facility and do harm to others. Yet another reason is an armed intruder or Active Shooter who may be a student, former student, parent, or indeed someone who is not affiliated with the school or church at all. Other reasons may include to protect the church or school in the event of a dangerous event near the campus.

Requires immediate staff response.

If you are in the gym, remain there. The teacher or church staff member of that group will lock the gymnasium doors.

If you are on the playground, stay outside and move to safest possible location, which might be to go into the woods and hide.

Quickly check the hallway for students or church attenders and bring them into your room. MCA staff /Director should use your cell phone or iPad to text or email the teacher(s) of these students so their location is known. If you are unable to contact the child's teacher, notify the office.

Staff, students, and parishioners are to Lockdown in classrooms; hide in bathrooms, behind cubbies, desks etc.

Place **RED** colored card in the window if there is a casualty, medical treatment is required, or there is an immediate threat from the Active Shooter.

MCA Teachers/FBCIT Teachers are to account for all students and report this information to the Operations/Student Accounting and Release Coordinator/Pam Rhodes or David Joiner.



## PART III

### Helpful Teaching & Discipline Hints For Children







## DISCIPLINE AND POSITIVE GUIDANCE

A positive concept of guidance involves inner growth toward the ideal of self-discipline. A disciple may be defined as one who learns or voluntarily follows a leader. Children need and depend on guidance. Guidance may be physical, verbal, and/or indirect. Physically touching, soothing, encouraging, or restraining a child may be necessary to reinforce verbal guidance. Indirect guidance may be accomplished through appropriate equipment, materials, and a balanced program.

### Principles of Discipline

- Be a good listener and observer.
- Speak kindly, quietly, and on the child's level.
- Identify what is important and emphasize it.
- Identify what is unimportant and forget it.
- Child proof the environment.
- Identify limits which are appropriate and necessary. Once limits have been established, they should be clearly defined and consistently maintained.
- State suggestions or directions in a positive, specific form.
- Give children choices only when you are prepared to accept the child's decision.
- Acknowledge the child's perception or reaction.
- Acknowledge your own feelings.
- Unconditionally accept the child, although his behavior cannot be condoned or may have to be redirected. Try to empathize with the child.
- Try to understand and deal with the cause of the child's behavior.
- Avoid motivating a child by making

comparisons between one child and another or encouraging competition. Emphasize progress toward self-improvement.

- Help children to recognize and accept logical or "natural consequences." Empty threats or promises become meaningless.
- Recognize that children begin to identify (think, feel, and behave as though the characteristics of the model belong to them) with significant people in their lives.
- Attack the problem rather than the child with a problem.
- In some situations, "I" messages may be more appropriate than "You" messages. "I need for you to sit down" rather than "You need to stop running around."
- Note that basic principles of communication hold true in sensitive or controversial areas.
- Know your own limitations.

## HELPFUL GUIDANCE TECHNIQUES

### Use positive directions...

... do instead of don't. If a child is already doing what he shouldn't or is about to, he needs help getting a better idea of what to do. "Be careful, don't fall" has little meaning to a child. "Hold on with both hands and look where your feet are moving" helps him handle the situation better.

### If a child needs to be corrected ...

... do so in a respectful way to help him "save face" rather than embarrass him in front of others.

- Go to him rather than talk to him across the room.
- Get on his level and establish eye



contact.

- Quietly discuss the area of correction.

For an older child tell him, “Blocks are for building. You may build with the blocks. If you choose to throw them again, you will need to leave the block area and choose another activity. Do you understand?” Wait for his positive response. If he repeats the negative behavior, you will need to follow through and tell him that he can no longer play with the blocks. You will then offer two acceptable alternatives and allow him to make the choice of what he will do next.

### **Give the child a choice ONLY if ...**

... you intend to accept his decision. If a child must put up the blocks before group time, do not say, “Don’t you want to pick up the blocks before group time?” He may answer, “no.” Instead say, “It’s time to pick up the blocks and get ready for group time.” Use your expression and tone of voice to make a request rather than a demand.

### **Use few words.**

If a child has picked up a block and is about to throw it, saying, “Put the block down on the floor” is much more effective than a flood of impatient conversations such as, “Now don’t you know that you will hurt someone if you throw the block? Why do you always...”, etc.

### **Use a calm voice.**

Use words and a tone of voice that will help the child feel confident and reassured. Being made to feel afraid, ashamed, or guilty are such damaging feelings that they often prevent learning and create other problems. They certainly do not help children (or adults) develop desirable behavior patterns.

### **Use simple language.**

Get the child’s attention. Call the child by name. Be sure he really hears you and understands what you are saying.

### **Give time warnings ...**

... in terms a young child can understand. “When you have finished gluing the string on your picture, it will be time to stop for water and crackers.” Projecting a child’s thinking beyond a tiresome task to something pleasant helps sometimes.

### **Use prevention ...**

... rather than cure whenever possible. Anticipate negative situations or reactions. Be there to suggest a positive alternative. Sometimes an adult’s nearness may be all it takes.

### **Stop or redirect action when necessary.**

Remember that redirection should help a child face his problems by helping him see how something should be done rather than simply diverting him. It will help if we remember:

- We’ll be more successful if we suggest another activity that has equal value. If he is throwing a ball too near a window, help him decide on a safer place to throw a ball.
- Try to suggest an activity which meets the need he is expressing in his behavior.
- To redirect wisely requires some understanding of why the child is acting the way he is.



### **Give the child a minimum amount of help ...**

... so that he may have the maximum chance to grow in independence, but always give the help that a child feels he needs. Sometimes just saying, “I will help if you need it” enables a child to go ahead and try for himself. If a child asks for help, try giving him guidance rather than doing the task for him. Help the child think through the step-by-step process necessary to complete the task. A child will gain confidence as he learns to do things for himself. Some things must be done for the child, such as tying a two-year old’s shoes. Guidance may be more appropriate for the four-year-old who is just learning to tie his own shoes.

### **When limits are necessary ...**

... they should be clearly defined and consistently maintained. Sometimes we hesitate to put necessary limits on children because we don’t want to face their reactions. But we can act with confidence as we impose limits on children if we know we are doing it to meet their needs rather than as an outlet for our feelings. Always be patient with the children as they are learning the limits. And for the younger children, preschoolers learn through repetition.

If you have a consistent long-standing discipline problem with a particular child, you should notify your age group/grade director, the Preschool Director or Minister of Children and Families. A staff member should be the one to approach parents in this type of situation rather than the child’s teacher.

## **KEEPING YOUR FAMILY ON THE PRESCHOOL & CHILDREN’S MINISTRY TEAM**

In many ways, teaching in preschool and children’s ministry is a family commitment. Sometimes a teacher has to quit because their responsibilities interfere with their family life. This should never happen. Your family must always come first. The following guidelines will help you keep your family first and have them be glad you teach in the ministry.

- ✓ Check with your husband/wife before volunteering your time for service.
- ✓ Explain to your spouse the purpose and goal of preschool and children ministry.
- ✓ Explain to your spouse God’s calling to teach in preschool and children’s ministry.
- ✓ Make a personal commitment to always put family first (and verbalize this).
- ✓ Encourage your spouse to attend preschool and children’s ministry functions with you, i.e. family nights, Wednesday night training sessions, hay rides, covered dish meals, Christmas parties, special training seminars.
- ✓ Schedule socials more often on a smaller scale such as one or two departments together.
- ✓ Be prepared. If you, as a teacher or director, are responsible for a particular activity or event, prepare for this before Sunday morning. For example, having to go to the grocery store on the way to church for fruit, etc., or making bookmarks or Bible thoughts at the last minute can put your family under stress. If you are rushed and anxious, you’ll spread





that atmosphere to the rest of your family. Planning ahead will preclude others being inconvenienced because of your teaching commitment.

- ✓ Take turns with other teachers staying on to wait for late parents.
- ✓ Make only positive remarks to your spouse about preschool and children's ministry. If it was a hectic, understaffed morning, thank God for giving you a body healthy enough to endure the morning.
- ✓ If your mate attends Life Group without you, ask about his/her adult class. Maybe you could study the lesson together so you both feel like you still worship and learn together.
- ✓ Teach only one session if possible. You have told your spouse he or she is important, and your actions need to show it. (Face it - something will

always come up as to why you could work two sessions. Do all you can to avoid it!)

- ✓ Pray. If God has called you to teach children, trust Him to work out the details. Ask Him to show you what to do.

**Every now and then, look at preschool and children's ministry through your mate's eyes. What kind of picture have you painted? Does your spouse see you happy, content, excited about what God is teaching you through preschool and children's ministry?**



## PART IV

### Holiday Guidelines







## HOLIDAY GUIDELINES

We often bring into holiday celebrations traditions we learned as children. It is important to remember that children are literal minded and take everything you say or present at face value. Though a particular holiday tradition may have given you a warm feeling, we need to be sure that any activity or item we bring to the classroom is consistent with what we want to teach these children. Following are some suggestions for handling the various holidays we celebrate with children.

### **Easter**

Easter is a celebration for Christians. It is a time to think about the sacrifice our Lord made for us on the cross. However, young children cannot understand the abstract meaning of Jesus' death, burial, and resurrection. In fact, because they are so literal minded, preschoolers easily take what we say and come up with ideas that are not true. For example, when an adult says, "God loves us so much that He let Jesus die on the cross," a preschooler might think, "I hope God doesn't love me as much as He loves Jesus."

The resurrection can be especially alarming to a young child. When you explain that Jesus was dead and then arose and came out of the grave, he may think that other people in graves will come out too. The day will come when he understands the truths of the gospel and all abstracts will fall into place.

Preschool teachers should focus on "the new life" that God demonstrates each spring as the trees bud, flowers bloom, and the birds build nests and lay eggs, etc. Easter is a happy time because Jesus loves us.

### **Mother's Day/Father's Day**

Because of circumstances beyond our control, many children are being reared in

single parent homes. Mother's Day or Father's Day can be stressful for these children if the teacher is not discerning and sensitive to the needs of the child and parent. By being aware of the family situations of each child, we can plan activities that will not be offensive to the child or the parent. Some of the following activities can be used or modified for use on these special days.

- Substitute another special person in the child's life for a mother or a father. For example, you might make a card for a special aunt or a grandfather.
- When making a "special" project, allow the child to choose to whom he or she will give it on that day. You may want to avoid the labels "Father's Day" or "Mother's Day" project.
- Through personal ministry contacts, share with parents what you will be doing. Many parents can provide wonderful insights into their child's personality that may help you prepare for those special times.
- Lead the children in thanking God for their families.

### **Halloween**

In order to offer an alternative to our children, we do a Fall Festival or Trunk or Treat. We do not use witches, ghosts, monsters, demons, jack-o-lanterns, or anything promoting Halloween.

### **Thanksgiving**

Thanksgiving is to be viewed as a special time to thank God. Young children can understand that we give special thanks to God during this time of year.



### **Christmas Celebrations**

Christmas is a time we rejoice in the birth of Jesus. Children should hear “Jesus was a baby” and “Jesus grew.” All activities should relate to this emphasis. Anything that adds to or takes away from Jesus’ birth should be avoided. Consider the following:

- **Santa Claus:** Each family views Santa Claus differently and can choose to include or exclude him during the holidays. As teachers, however, **we do not talk about Santa Claus at church.** He is not real, and everything we present to the children at church is real. If a child comes to church excited about Santa, do not ignore the child. Acknowledge what he says warmly then, immediately redirect the conversation. Do not encourage conversations about Santa by asking the child what he wants for Christmas. **Keep your focus on Jesus.**
- **Gifts for Children:** If you would like to give your class gifts or goody bags during Christmas, you must get permission from your age group Director, Preschool Director or Minister to Children and Families.

### **What to Expect from Children:**

December can be a very difficult month for children. The child’s normal schedule or routine is often disrupted, and he becomes overly stimulated and tired. Many children have an extra amount of sweets; and nutrition, in general, may be lacking. This is also a time when they may have been left with a babysitter more often. Because of these challenges, you may expect our class to be different. Children may be more hesitant to come into the room. The activity level of the children may seem greater. Pray for your children and their families during this time. It may be a difficult time because of Daddy being out of work and feeling the pressure of needing to buy gifts, or they may be celebrating their first Christmas in a new city, or it may be the first Christmas without a loved one. Pray that regardless of their circumstances, they will be able to focus on the wonderful gift God has given through His Son Jesus!



## PART V

Classroom and Resource Room







## CARING FOR CLASSROOM WALLS

One of the most valuable resources we have is the classroom itself. It takes the combined efforts of all teachers to maintain the care of these rooms. Please carefully read the information below and follow the procedures. A well-maintained room is the backdrop of anything else we do in preschool and children's ministry.

### **Caring for Classroom Walls**

Please help us keep the walls and doors clean and in proper order by following these guidelines.

**\*Use painters tape when taping to walls or floors.**

## CARING FOR CLASSROOM FLOORS

Please help us keep the carpets and floors clean and in proper order by following these guidelines.

### **What to do with spills on the carpet:**

**Wet Paint:**

Immediately lay paper towel over the wet paint to soak up as much as possible. Cover the entire area with butcher paper (from resource room) and mark the paper "WET PAINT...please clean."

### **Body Fluids**

Use rubber gloves around all body fluids. Cover the entire area with butcher paper and mark the paper "Urine (or vomit, feces, etc.)...shampoo carpet." Be sure to let the director know about the spill so we can ask maintenance to clean it by the following day.

## RESOURCE ROOM GUIDELINES

Our resource rooms were created to benefit all of our teachers: Life Group, Sunday Evening, AWANA and Choir. Please handle all materials with care and remember others are also using them..

• **Preschool:** Return all materials to the cart located in your area after each session.

• **Children's Floor:** Return all materials to the children's resource room.

• When returning resource materials, make certain all toy pieces are with the correct toy. If a puzzle is missing a piece, it is crucial to locate the missing piece, if at all possible; otherwise, the puzzle will be ruined.

• Make sure all paint materials are clean.

• Please try to take only the materials you think you will need:

✓ Always return leftover materials to the cart.

• **When leaving your room:**

✓ Be sure everything has been returned to the cart or resource room.

✓ Place dirty laundry in the appropriate hampers.

✓ Return cups and crackers to the correct places.

✓ If possible, turn off lights and close the door.

✓ Be sure all toys and puzzles are returned to proper place.

✓ Spray toys, changing tables and table tops with cleaning solution.

✓ Be sure room looks like it did when you first arrived. Put cabinets back like you found them.







## PART VI

### Sick Policy







## **SICK POLICY**

### **Sickness and Health Issues**

Sick Children should not be brought to class. A child who is not well can adversely affect the health of our other children and teachers. If you have any doubts about your child's health, please keep your child at home and contact your family doctor.

Due to our concern for the health of your child and all other children in the ministry, the following guidelines have been created. We appreciate your cooperation in complying with them. If a child becomes ill during class, we will make every effort to get the parent immediately and remove the child from class before more children are infected.

Only well children should be brought to class. A child exhibiting one or more of the following symptoms should not be brought to class:

- A temperature of 100.4 ° F or higher
- Vomiting
- Diarrhea
- Rash of any type which should be checked by a doctor to rule out infection.
- Eye drainage of any type should be checked by a doctor to rule out infection.
- Infectious/Contagious Disease (Hand/Foot/Mouth Disease, Chicken Pox, Fifth Disease, Head Lice, Strep Throat, RSV, etc.)

A child may not remain in class if he or she is exhibiting one or more of the symptoms listed above. Children must be fever-free without medication for 24 hours before you should bring them to class, as well as symptom free in case of vomiting and diarrhea. This will help us prevent further disease transmission. A child may return to class after illness when:

- Fever free for 24 hours (without medication)

- Antibiotics have been given for 24 hours.
- No diarrhea or vomiting for 24 hours.





## PART VII

Beliefs







## OUR MISSION STATEMENT

To love and lead everyone we meet into an everyday walk with Christ.

## OUR CORE BELIEFS

1. We believe that the Bible is the Word of God, supernaturally inspired, so that it is inerrant in the original manuscripts and preserved by God in its verbal, plenary inspiration, so that it is a Divinely authoritative standard for every age and every life.
2. We believe that the Godhead exists eternally in three persons - Father, Son, and Holy Spirit - that these three are one God.
3. We believe in God as absolute and sole Creator of the Universe, and that creation was by Divine action, not through evolutionary process.
4. We believe that God, by His sovereign choice and out of love for men, sent Christ into the world to save sinners.
5. We believe that Jesus Christ in the flesh of both God and man; that He was born of a virgin and that He lived a sinless life, in which He taught and performed mighty works and wonders and signs exactly as revealed in the four Gospels; that He was crucified, died as a penalty for our sins and was bodily raised from the dead on the third day. Later, He ascended to the Father's right hand where He is the head of the church and intercedes for believers, and from where He is coming again, personally, bodily, and visibly to this earth to set up His millennial kingdom.
6. We believe that in His death, by His shed blood, the Lord Jesus Christ made a perfect atonement for sin, redeeming us from the curse of the law by becoming a sacrifice for sin. Men are therefore saved and justified on the simple and single ground of the shed blood.

## OUR VALUES

Values are non-negotiable. They are our daily points of reference that give our church direction and focus. FBC Indian Trail has Five Values. When all five of our values are in alignment, synergy is achieved. This synergy is then able to propel our church forward in purpose, mission, and unity.

**F** - Focused Outreach - We teach and lead our members to effectively share their faith every day.

**B** - Biblical Truth - We teach people the truths of the Bible to guide them in daily living.

**C** - Christ-centered Worship - We lead others into a lifestyle of worshiping Jesus Christ in spirit and truth.

**I** - Intention Care - We extend the overwhelming love of Christ to others by showing them we genuinely care.

**T** - Transformed Lives - We guide people to a life changing relationship in Christ Jesus.





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