

OLD FORT BAPTIST CHURCH CHILDCARE GUIDELINES FOR PARENTS

MISSION STATEMENT

Our mission is to partner with you as parents in providing a friendly, clean, secure, safe, nurturing Christian environment for Infants, Babies, Toddlers and Preschoolers. We believe that each child is a divine creation of God, and we agree to treat them with the utmost care while providing for their needs. We realize that childcare is a vital ministry of the church, with your cooperation we will strive to lay the foundations of faith which we hope will eventually lead each child to a personal relationship with Jesus Christ.

The purpose of our childcare is to minister to infants – 3 year olds by providing a caring spiritual environment. We hope your child will be introduced to the church and God's love in a positive nurturing way. Children will enjoy many learning activities including puzzles, blocks, art, games and music while focusing on God creating the world, my family and me.

Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these." Matthew 19:14

The following guidelines will help us to better provide for your child. Please review and should you have any questions, you may contact a Childcare Coordinator and/or the Director of Preschool Ministries.

GENERAL INFORMATION FOR PARENTS

Childcare departments located in the Worship Center are:

Infants – Birth until crawling (Usually from birth to about 7 months)

Babies – Crawling until walking well. (Usually from 7 months to 12-14 months)

Toddler 1 – Walkers who are at least 1 year of age.

Toddler 2 - Older toddlers.

Childcare facilities for older 2 and 3 year olds are located in Education Center 2.

A child must be 2 years old by September 1st in order to be placed in the 2 year old department and they must be 3 years old by September 1st to be placed in the 3 year old department.

Childcare services are provided for parents who are attending a service, class or event at Old Fort Baptist Church.

For your child's safety and the church's protection, please do not drop your child off in the nursery and leave the property.

CAREGIVERS

Our childcare workers are volunteers from our church who faithfully give of their time to care for our children. Eight coordinators oversee the childcare facilities to make sure that your child is given the best care possible. Childcare departments should be staffed 15 minutes prior to each service. Please do not drop your child off before this time. For a successful family ministry, parents/guardians of nursery-age children are expected to serve in the childcare ministry once a month, when asked by a childcare coordinator and/or staff. If it is your turn to serve, please be considerate and arrive at least 15-20 minutes prior to the beginning of each service. It is very important that each child be greeted by a friendly, caring worker.

CHECK-IN

It is best for parents to drop their children off at the reception counters or at door to workers.

For your child's health and security, we limit access to the childcare rooms. Only childcare givers for that service are allowed in the nursery unless otherwise agreed by the childcare coordinator. We do not recommend that older siblings, children of workers or children other than the babies be in the infant, baby and toddler rooms unless agreed by a childcare coordinator.

Parents/Guardians should complete a pre-numbered three-part tag for their child at check-in. The name portion of the label should be placed on the child's back, the 2nd part on the diaper bag and/or back-pack if not labeled. The third part needs to be retained by the parent/guardian for security purposes. The number appearing on the security label will appear on the screens in the sanctuary should we need to contact you. The same security tag needs to be presented when picking up your child.

A worker should greet all parents at the reception counter or door to assist with check-in. Some children cry for a few moments after the parent leaves. Don't worry. This usually passes quickly as the child settles into the routine. If your child usually cries after you leave, the childcare workers would appreciate it if you did not let your child see you again until you are ready to pick your child up. If your crying child cannot be consoled or comforted by our caregivers and continues to cry after a 15 minute time period, we will notify the parents.

Each regular attendee should have a baby/toddler/preschool information card completed by the parents and on file in the room and a copy with the director of preschool ministries. It is the parent's responsibility to update the needed information on your child as their needs change. Once this form is completed you no longer have to fill out the Pre-numbered tag. You will be given a permanent number that your child will have until they enter elementary level.

Please provide the items your child may need for each visit in a diaper bag or backpack. Suggested items are: bottles, cups, pacifiers, diapers, pull-up, wipes, blanket, burp cloth and a change of clothes. For the safety of your child, please label the diaper bag and/or backpack, each cup, bottle and pacifier clearly with your child's name.

We recommend that one parent bring or pickup your child in order to avoid congestion in the childcare check-in areas. Parents are responsible for providing necessary information regarding any custody issues for their child. Legal paperwork must be kept on file with the Director of Children's Ministries should a parent not be allowed to pick up a child. We appreciate your promptness in picking up your child at the end of each service.

SICKNESS POLICY

For the safety and comfort of all parents and children, we cannot admit children with contagious illnesses. This includes children who have run a fever, vomited or had diarrhea within the last 24 hours, and/or any child with a contagious rash and/or pink eye. Children should be on antibiotics for at least 24 hours before returning to the nursery. To prevent accidental overdoses or other problems, childcare workers do not administer medicines. If your child must have medicine while in our care, parents need to make arrangements with the childcare coordinator or workers to come and administer the necessary medicine. If your child becomes ill while in our care, we will address the child's immediate needs first and contact the parents as soon as possible.

FEEDING

Nursing mothers may feed their babies in the lounge of the ladies restroom located next to the infant and baby rooms in the Worship Center.

Our childcare providers cannot be responsible for feeding your child other than finger foods such as cheerios, crackers, cookies etc. If your child's schedule is so that they must eat during the time they are in our care, parents must be responsible for doing so. Childcare workers should inform parents of the snack they will be serving toddler and preschoolers if other than our normal snacks – cheerios, vanilla wafers, goldfish crackers, graham crackers, animal cookies, cheese crackers, juice or water. If you do not want your child to have any of the above snacks, please notify the workers at check-in.

If your child has any allergies that we should be made aware of, please include this information on their form and label each week. If serious, please notify the workers each week at check-in.

DISCIPLINARY ACTIONS

We believe that discipline is guidance not punishment and therefore we teach our childcare workers to guide the children toward acceptable behavior. "Preventative" discipline is our goal however, in circumstances where it becomes necessary, a Time Out Procedure is used, which withdraws the child from the group in a calm, corrective manner. A child should only be in time out for a few minutes using the guideline of 1 minute per year of age. If a child becomes upset, unruly or out of control and cannot be calmed, we will notify the parents.

We love children and appreciate the opportunity to care for your child. Should you have any questions regarding these policies and procedures, please contact a childcare coordinator or the Director of Preschool Ministries.

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