

Emmanuel Baptist Church
Policy for Preschool and Children's Departments

In order for Emmanuel Baptist Church (EBC) to continue to provide a safe and secure environment for your children and preschoolers, while also striving to establish a well structured and organized program, we have developed an additional written policy for the Children's and Preschool Departments to be used in conjunction with the original policy as set forth in EBC's Policy Handbook*. All parents and workers are to abide by and follow these policies, when on-campus during church-sponsored events, without exception.

I. Drop off and pick up policy...

1. A parent/guardian must drop off his/her child **face-to-face** with the workers.
2. A parent/guardian must **sign** his/her child in and write any instructions on the Registration Chart.
3. A parent/guardian must receive a colored and numbered **paint stick** when his/her child is dropped off. (There's a different paint stick for each child dropped off.)
4. Each child will receive a colored and numbered **wristband** that matches and corresponds to his/her parent's/guardian's paint stick.
5. Children **WILL NOT be released** from the care of the church without the parent's release signature and the return of the exact colored and numbered paint stick corresponding to the child's wristband.

II. General policies...

1. ALL workers will be screened by EBC in compliance with the EBC Handbook.
2. ALL Sunday School workers in the preschool and children's Sunday School departments should arrive no later than 8:45 to insure a smooth transition for the children and parents.
3. No one –except for assigned, screened workers– will be allowed in any room where children or preschoolers are kept under EBC's care. All parents, siblings, church members, and visitors are to remain outside the door at all times.

III. Preschool policies...

1. ALL parents/guardians of preschoolers and who are members of EBC are required to work on a team during extended session (during the 10:30am worship service) at least **once every 8 weeks**. You will be assigned a date and area by leadership. If you cannot make your assigned date, it is your responsibility to **exchange** (not eliminate) your date with someone else who is a screened EBC worker and communicate that exchange to the director.

2. ALL extended session workers need to be present in his/her assigned room ready to serve at **10:15 sharp**, whether or not his/her Sunday School Class has been dismissed.
3. ALL doors to the preschool rooms are to remain locked while children are present and fire exits must remain clear and accessible.
4. ALL parents/guardians attending the 10:30am worship service are required to pick up their preschoolers *immediately* following the conclusion of the service.

IV. Children's policies...

1. ALL parents must pick up their children after the Sunday School session. Parents will be required to sign the Registration Chart in order to pick up their child and will have to return the colored paint stick at that same time. Children will not be released until their parent/guardian arrives with the identifying colored paint stick.

*Please review the EBC Policy Handbook for more guidelines and screening forms. If you need a screening form, you may pick one up at the church office.