

TRUTH *Tabernacle* of PRAISE

Preschool Policies

We take seriously our commitment to teach your child about the love of Jesus Christ and to show him/her that love since God dwells within us. We also commit to keeping your child safe while in our care and will work very hard to that end. This is a joint effort, and we appreciate your cooperation in helping us to achieve that by becoming familiar with our Preschool Policies.

1. Identify **ALL** belongings, including diaper bag, pacifiers, bottles, etc. plainly with the child's name. Plastic bottles are recommended. If you are in need of labels we can provide them for you. Just let us know when you are checking your child into the Preschool Ministry.
2. Any special instructions for the care of your child should be indicated on the *Truth Tabernacle of Praise* diapering and feeding instructions sheet. This information should be verbalized as well. Please let us know if your child has any allergies that we need to be aware of so that we may note that in our records. His/her nametag sticker, as well as his/her "**IN**" sheet, will note that for the teacher. This information is important and must be conveyed to all of your child's teachers. We need to know!
3. **Security in our Preschool Ministry is a major priority for Truth Tabernacle of Praise.** We ask that you follow these procedures each week. The first time that your child is checked into our Preschool Ministry you will need to fill out a registration form so that we can place your child into our system. We will also need to get a picture of you, as well as your child. This is for security purposes only. You may specify up to 2 additional people (other than the mother and father) who are given permission to check your child out of the Preschool Ministry. These people may not be other children, and we will need to get their picture(s) as well.

Check in procedure is as follows:

When you arrive go to the Preschool Ministry desk and check your child into our Preschool Ministry's Parent Pager system. You will then receive a pager and an "**IN**" sheet that must be turned into your child's teacher upon arrival. The sheet will contain your picture, your child's picture and any information that your child's teacher needs to know. Please keep the pager **on your person at all times** as the only way that we have to contact you will be through the pager's vibration, which you cannot feel if it is not on your person. If your pager happens to vibrate, but there is **NO MESSAGE** on the screen, then you may ignore the page. Please respond promptly if you do receive a message with a page.

Check out procedure is as follows:

When you are ready to check out your child go to the Preschool Ministry desk and present your pager. You will receive an "**OUT**" sheet that you will need to present to your child's teacher in order to pick him/her up. The sheet will contain your picture, your child's picture and any information that your child's teacher needs to know. **NO CHILD WILL BE RELEASED WITHOUT THIS SHEET.**

4. **Please bring and call for your child AT THE DOOR.** This allows for an easier transition for the children. Parents coming in and out of the room stimulate and upset other children. Increased foot traffic in and out also makes the floor dirty and less healthy for the children.
5. No food will be served to our babies except for bottles in the nursery. **ALL** baby formulas must be premixed prior to leaving your baby in the nursery. A snack will be provided to preschool ages 1-5. Remember: **BOTTLE MUST BE LABELED!**
6. **NO medicine will be administered by any preschool teacher at any time.**
7. In order to protect our precious children, parents are requested not to leave a child who appears sick. Should a child show evidence of illness while in our Preschool Ministry, parents will be paged to take the child home immediately. Please see below for *Guidelines for Determining if a Child is Ill*.
8. No one shall leave a child in our Preschool ministry for any reason other than attending a church function.
9. Once your child turns 6-years-old and enters the first grade then he/she will be promoted out of the Preschool Ministry and into the Children's Ministry.
10. All situations not expressly covered by these policies shall be referred to the Director of Preschool Ministries.
11. Include your child in family worship, even the baby. Children of two or three are able to participate and will always remember that special memory of family worship time.

GUIDELINES FOR DETERMINING IF A CHILD IS ILL

*Recommendations taken from the Report of the Committee on Control
of Infectious Disease of the American Academy of Pediatrics*

A child should not leave home or attend church when any of the following exist:

1. Fever (should be free of fever without medication for 24 hours)
2. Vomiting and/or diarrhea within the last 24 hours
3. Any symptom of unusual childhood diseases - Scarlet Fever, German Measles, Mumps, Chicken Pox, Whooping Cough
4. Common Cold - from onset through one week
5. Sore throat
6. Croup
7. Any unexplained rash
8. Any skin infection - boils, ringworm, Impetigo
9. Pink Eye or other eye infections
10. On prescribed medication for infection or congestion less than 48 hours (Medication **CANNOT** be administered by Preschool Ministry staff)