

KidZone

Nursery/Preschool Parent Handbook

OPPORTUNITIES TO SERVE

For a successful family ministry, parents of nursery/preschool children are strongly encouraged to serve in the KidZone.

Some of the opportunities to serve are:

- Sunday morning 8:15 weekly
- Sunday morning 9:30 weekly or bi-weekly
- Sunday morning 11:00 weekly or bi-weekly
- Sunday evening 6:00 weekly or bi-weekly
- Wednesday evening 6:30 weekly or bi-weekly

CLASSROOM ASSIGNMENTS

NURSERY

January 2021 -present	Green Caterpillar	N4
August 2020- December 2020	Blue Butterfly	N3
May 2020 - July 2020	Orange Caterpillar	N2
February 2020- April 2020	Pink Butterfly	N1
November 2019- January 2020	Ladybug	P2

PRESCHOOL

July 2019 - October 2019	Grasshopper	P5
April 2019- June 2019	Ant	P6
October 2018- March 2019	Honey Bee	P4
June 2018 - September 2018	Dragonfly	P7
February 2018 - May 2018	Spider	P8
August 2017 - January 2018	Junebug	E7
December 2016 - July 2017	Firefly	E8
August 2016 - November 2016	Cricket	E2

NURSERY/PRESCHOOL MINISTRY DIRECTOR

Shelly Wallin
shellywallin@crosswaybc.org



Crossway Baptist Church
2900 N. Barnes Ave.
Springfield, MO 65803
(417) 865-7311
www.crosswaybc.org

PAGING POLICY (continued)

Reasons for being paged:

- If your child has been crying inconsolably for 10 minutes and we cannot soothe him/her.
- If you have not premeasured your child's bottle.
- If your child has an accident that warranted a church nurse to be called.
- If your child is having behavior problems that have exhausted all of our behavior plan.

GENERAL INFORMATION

Nursing Room

The nursing room is located in the Nursery Suite between the Orange Caterpillar classroom and the Blue Butterfly classroom. This room is designed for nursing mothers only, so we ask that husbands do not accompany their wives in the nursing room.

Quiet Rooms

There are two Quiet Rooms located on either side of the sanctuary. These rooms are designed for children up to 6 months in age. We ask that parents do not bring sick children into these rooms. Due to limited space during some services, we ask that only one parent sit with the child in the Quiet Room during these busy times.

Changing Tables

Changing tables are located in every bathroom on campus. There are also two family bathrooms should you need privacy for children who are potty training.

SECURITY (continued)

Check Out

- The security number on your child's label and on your parent security badge will be compared and must match in order for you to pick up your child.
- Only adults or high school-aged siblings with a matching security badge will be permitted to pick up children. Please send only 1 person to pick up children.
- For children in the Nursery wing, show your parent security badge to the check-in attendant and they will gather your child and his/her belongings for you.
- For children in the Preschool wing, show your parent security badge to the security attendant and then stand in line at your child's classroom window which should be open during this time. **DO NOT OPEN THE CLASSROOM DOOR.** Show your parent security badge to your child's teacher. They will gather your child and his/her belongings and will open the door to release the child into your care.
- If you have misplaced your parent security badge, please see a check-in attendant at one of the Manned Check-in stations. You will be asked to show your photo ID and a badge will be reprinted.

PAGING POLICY

At check-in you can update the emergency contact number each time to accurately print out the person to contact if the need should arise. A pager will be provided for those who do not have a cell phone. Remember to check your cell phone/pager frequently as this is the fastest way to contact you. If you find that your cell phone does not get service in the building, please start requesting a pager.

WELCOME

We are so glad to have the opportunity to minister to your child through our Preschool Ministry. It is our desire to partner with parents as we lay a spiritual foundation that may one day lead to a personal relationship with Jesus Christ. We also want to assure you that your child's care is a top priority here at Crossway. Please read this parent handbook and if you have any questions or concerns, don't hesitate to contact the Preschool Ministry Director.

SERVICE TIMES

Sunday

8:15 AM Life Group

9:30 AM Worship

9:45 AM Life Group

11:00 AM Worship/Life Group

6:00 PM Worship/ Kidz Life

Wednesday

6:30 PM Worship/ Music and Missions

KidZone check-in opens 15 minutes prior to each service. If you arrive after our check-in attendants have gone to their service, you will be asked to wait until the next Check-In time.

KidZone closes 10 minutes after the end of the last service. Please be courteous to our volunteers and pick up your child promptly at the end of the service.

PREPARATION

Nursery

- All formula must be premeasured. If you don't have the formula premeasured in advance, plastic baggies will be available at the check-in counter for you to do so. Water must also be premeasured in bottles.
- If your baby has a pacifier, please use a pacifier clip.
- Due to time and space shortages, we generally do not spoon feed the babies in our care.
- If your child wears cloth diapers, please put them in disposable diapers for services. We do have extra disposable diapers on hand if you need one.
- Please bring diapers and a change of clothes.
- Place all items needed for the child, while in our care, in the mesh bags provided.
- There are green **Nursery Care Cards** placed at each KidZone Check-In counter. Please fill out a new card each time you bring your baby. Write detailed instructions and if you have a specific bottle time or nap time, please write it down. Feel free to take a handful of these cards home should you wish to fill out the card prior to arriving in the KidZone.



Child's Name _____

Pacifier Bottle Time Needed: _____

(Formula & water must be premeasured.)

Allergies/Security/Medical _____

Snacks OK? Yes No Please circle approved snacks:

Cheerios Animal Crackers Goldfish Snacks in diaper bag only

Special Instructions: _____

(To be filled out by Nursery Caregiver)

Diaper was: Dirty _____ Wet _____ Time _____

Comments: _____

SECURITY

We are committed 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 security policies.

- All families with children Birth—5th Grade will use our electronic check-in system which is located at all KidZone Check-In counters.
- Parents may use the Express Check-In stations by entering their last name or the last 4 digits of their phone number.
- If you are a first-time visitor or you cannot locate your child's name at the Express Check-In station, please go to a Manned station where one of our check-in attendants will assist you.
- At check-in you can choose to print an extra label. One label is to be placed on your child's back. The duplicate label should be placed on your child's bag or coat. You will always receive a parent security badge. It is designed to be torn into 2 pieces and shared with your spouse.
- If your child is Nursery-age, you will give your child, mesh bag, and green Nursery Care Card to one of the check-in attendants at the Nursery counter and they will take your child to the appropriate classroom.
- If your child is Preschool-age, you will escort your child to his/her classroom. There will be an open window for you to communicate with the teacher. **DO NOT OPEN THE CLASSROOM DOOR.** The teacher will greet you and allow your child access into the classroom.

SNACKS

A snack is provided for your child during his/her time with us. The Nursery snack consists of cheerios. The Preschool snack generally consists of animal crackers, whales, and Cheerios cereal. Please inform the check-in attendant and your child's teacher of any allergies. If your child is allergic to any of the above listed snacks, you may send an appropriate snack for your child.

BEHAVIOR PLAN

The approach we take is to teach our children about appropriate church manners. We tell them there are certain things they must do so that they and their classmates are able to learn. The following rules are displayed in each Preschool classroom: quiet mouths, listening ears, looking eyes, helping hands, and walking feet. In the case of improper behavior the following behavior policy is followed:

1. The child will be reminded of the proper behavior that he/she should display in class.
2. The child will be given a "time out." This means that he/she will sit quietly in a chair for the number of minutes equal to his/her age.
3. The child will be taken outside the classroom door and given a firm reminder of what behavior is accepted of him/her.
4. The child will be removed from the classroom and monitored by a team leader or director.
5. When a team member cannot control the child in a one-on-one situation and/or the child will not behave when returned to the classroom the parents will be called to come and care for the child.

Preschool

- Personal toys and sippy cups should not be brought into your child's classroom.
- If your child is in the process of potty training, bring a pull-up and a change of clothes. Please tell your child's teacher that your child is potty training so that she can better care for your child.

HEALTH POLICY

In order to ensure a safe, healthy environment for your child we request that parents take the responsibility for making sure their children are well before coming to church. We ask that children who have displayed the following symptoms within the previous 24 hours not be left in the Nursery/Preschool Department.

- ◇ Fever (fever free without meds)
- ◇ Vomiting and/or Diarrhea
- ◇ Excessive coughing and/or green runny nose
- ◇ Pink eye or other eye infections
- ◇ Questionable rash
- ◇ Skin infection (ringworm, impetigo...)
- ◇ Head lice
- ◇ Any symptoms of childhood diseases or any other infectious contagious diseases

We are not permitted to give medication to any child. Any allergies, peculiarities in feeding, special needs should be made known at the time of check-in.