Dear Leader or Parent,

This packet contains very detailed and important information regarding our preschool/K-5 ministry here at Cornerstone Baptist Church. Along with caring for, loving, and teaching our children, we want to make sure we maintain a safe and secure environment at all times.

Please take the time to read through this manual to familiarize yourself with our policies and procedures in the preschool department. This is required for all of our preschool leaders, regardless of frequency of service. Leaders, please sign and date the commitment page, and turn it in to me or Beth Uchida as soon as possible.

Thank you for choosing to make a difference in children’s and families’ lives.

Pointing them to the Light,

Brien Brough,
Director of Children’s Ministries
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brosrus@juno.com

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
MISSION STATEMENT:

“Partnering with parents in leading kids to walk in the light.”

CHILDREN’S MINISTRY VALUES:

We use the Bible as our authority for what we teach and how we should behave.  
*II Timothy 3:16, “All Scripture is God breathed and is useful for teaching, rebuking, correcting and training in righteousness.”*

We partner with parents in making disciples of Christ.  
*Ephesians 6:4, “Fathers, do not exasperate your children; instead, bring them up in training and instruction of the Lord.”*

We depend on God in prayer to do what He alone can do.  
*Ephesian 3:20, “Now to Him who is able to do immeasurably more than all we ask or imagine, according to His power that is at work within us…”*

We seek to protect children with an uncompromising safety process.  
*Nehemiah 4:19, “…we prayed to our God and posted a guard…”*

We desire to create an exciting and fun learning environment with excellence.  
*Colossians 3:23, “Whatever you do, work at it with all your heart, as working for the Lord, not for men.”*

We want to affirm leaders to use their God-given gifts.  
*I Thessalonians 5:11, “…encourage one another and build each other up…”*
APPROVED LEADERS ONLY: In most cases, only approved leaders are allowed in the rooms with the children. An exception is detailed in “visiting parents” below. Applicants who have ever participated in, been accused or convicted of, or plead guilty or no contest to any type of abuse or sexual misconduct may not volunteer for children’s ministry.

SIX-MONTH RULE: Leaders must attend CBC for at least six months prior to active service in preschool ministry.

APPLICATION PROCESS: Leaders must complete a Children’s Ministry Application Form before serving. The application process involves a background check, reference check, and possible interview.

MEMBERSHIP: Our desire is that all children’s leaders 18 and older be members of Cornerstone Baptist Church. Membership acknowledges that one agrees doctrinally with the church and places one’s self under that authority. Preschool leaders 18 and older must be members of Cornerstone or in the membership process before serving.

STUDENTS: Students ages 12-17 will be allowed to serve in preschool ministry during the worship service and high school students on Wednesday nights with parental approval AND recommendation by the youth pastor. Students must also fill out a Children’s Ministry Application (for students). Although there is no background check for minors, there will be a reference check and possible interview. Younger children may serve under their parent’s supervision.

ARRIVAL: All preschool leaders are to be in their designated rooms 15 minutes prior to the scheduled time.

DEPARTURE: All preschool leaders are to remain in their designated rooms until all of the children have been released and room has been picked up.

ABSENTEEISM: Please make every effort to find a replacement from the preschool Leaders’ list if you are unable to fulfill your service commitment. Try to find someone who serves in the same classroom on the alternate months (Sundays). Notify a coordinator of the change.

DISCIPLINE: Setting limits for children is essential in providing a safe and happy place for them to learn. Misbehaving children should be dealt with accordingly.

1. Pray for an attitude of love and acceptance of the children.
2. Get to know the child well (rules – relationships = rebellion).
3. Anticipate disruptions.
4. Understand age-appropriate limitations.
5. Keep children moving and active; younger children are more susceptible to ill behavior due to boredom.
SUGGESTIONS:
1. Use the child’s name to refocus his/her attention.
2. Positively state what is expected of them regarding their behavior.
   A. “Listen to what the teacher is saying.”
   B. “Let’s say kind things.”
   C. “Please, let’s take turns.”
   D. “Our hands stay on our own body.”
3. Use age appropriate time outs; one minute per year of the child’s age.
4. Enlist the help of other leaders.
5. Page parent if unwanted behavior continues.
6. Remember our goal is to reach the child’s heart.

INAPPROPRIATE RESPONSES:
1. Yanking, spanking or hitting a child.
2. Public embarrassment.
3. Telling the child that he/she is bad.
4. Making threats without follow-up.
5. Leaving a child unsupervised in any location such as the hallway.
6. Yelling at a child.

GENERAL ROOM APPEARANCE: Rooms are used every Sunday and Wednesday. Rooms are outfitted with cabinets and toy shelves to keep things clean and orderly. Please keep the tops of counters and mailboxes free of clutter. Personal belongings are to be stored in the designated cabinets.

POSTING: Do not tape or use sticky tack to secure items to the wall, white board, or floor. No items may be affixed to the counter tops. Bulletin boards should be used for displaying children’s work or for teaching purposes.

SECURITY & SAFETY:

2-WAY RADIOS: A 2-way radio is available in all of the preschool rooms on Sundays. Make sure it is always turned on. You can keep the volume down to avoid disruptions. Just make sure to turn it up when you use it. It should be on channel 5.5. When paging, turn up the volume, hold down the button on the left side the entire time while talking into the radio, then state the following: (1) Your name (2) Your location and (3) Your need . Let go of the button to listen for a response. Security and medical personnel, along with ushers and the children’s ministry director, will be listening in. This is to be used for any questions that may arise or for emergencies. Don’t be afraid to use it.

SECURITY PERSONNEL: Security personnel are assigned to patrol the building during all meeting times. They can be contacted anytime with the 2-way radio.
**CHILD NAME TAGS:** All children must have their name identification tags before entering the room. They can be stuck to the front or back of the children.

**LEADER IDENTIFICATION:** All leaders in each classroom are required to wear “In the Light” lanyards with name tags. This is to identify themselves to parents and children as approved preschool leaders.

**SUPERVISORS:** A supervisor is assigned to each preschool room. The supervisor’s role is to maintain a safe and secure environment. One role of the supervisor is to receive and release the children. She/He will greet the parents and children, answer questions, and record attendance. The supervisor will make sure that each adult and student leader abides by all policies. All supervisors should answer visiting parents’ questions and be sure that we receive all needed information regarding their child by having the parent fill out a registration form. Other Leaders are expected to assist the supervisor with this process. The supervisor is the authority in each room.

**FIRST AID:** Band-Aids are located in the little pink cabinet in the CMRC (resource room). Accidents that involve blood, body fluids, or vomit must be reported to parents. Leaders must use gloves if there is any contact with body fluids. If there is an immediate concern, radio an usher to get the parent. Only a parent is authorized to administer any medication, ointments, or creams.

**ATTENDANCE RECORDS:** An attendance binder is located in each room. Each attendance record should be dated. Every child entering a room must be recorded on the attendance record. A count should be done periodically to verify the sheet against actual children in the room. This information needs to be available in cases of emergency or possible exposure to a contagious illness. Supervisors are required to fill in the necessary information when parents drop off their child. Leader attention must be given to parents’ requests for specific care.

**VISITING PARENTS:** When a visiting parent brings a child, the supervisor should be sure to welcome the parent and child, assure the parent receives a Discipleland Welcome Guide, and distribute a registration form to be filled out at that time. If a visiting parent wishes to observe his/her child and the leaders in the room, the supervisor may authorize this. If there is any question, radio the preschool director or children’s ministry director. Visitors must wear a visitor lanyard, may only observe, and may NOT interact with the children. Visitors must NOT be left alone with children at any time.

**CHECK-IN / CHECK-OUT PROCESS** Parents are asked NOT walk through the gate with their children, due to the limited size of our check-in space and the volume of children being check in/out at the same time.

**TWO-PERSON RULE:** Two preschool leaders are to be present in each room at all times for everyone’s security.

**RESTROOM DUTY:** Only women are allowed to enter the restroom with children. The purpose should be for supervision purposes only, not for assistance.
**EMERGENCY EXITS:** If there is a need to evacuate the building, use the exit doors nearest your room. If doors are blocked, exit the nearest available doors. Use the radio for help. Supervisors must take the attendance binder and radio with them. Meet at the baseball field, if possible.

**FOODS & ALLERGIES:** Cornerstone Baptist Church does NOT have a peanut-free policy. However, we try to avoid foods containing peanuts/tree nuts and trace amounts of peanuts, and foods that were processed in the same facility as peanuts. No food should be brought from home. We offer approved snacks, which are stored in the back resource room cabinet. Please do not store any food in any of our preschool/K-5 rooms.

**SANITIZATION & GENERAL CLEANING:**

Hand-washing is essential in keeping children and leaders healthy. Wash your hands or use hand sanitizer at the beginning and throughout your shift. Children’s hands should be washed especially after using the bathroom and before snack time.

**LEADER RESPONSIBILITIES & ROOMS:**

**LEADER RESPONSIBILITIES:**

Become familiar with the developmental age of the children you are teaching. Interact, play, and read with them accordingly.

Greet children as they arrive, and assist supervisors with the check-in process. Make sure the child has a nametag before he/she enters.

Remain in the room with the children at all times. Radio a coordinator or director if an emergency should arrive that requires you to leave. Report suspected or observed child abuse to the preschool director or CM director. Avoid the appearance of misconduct. Encourage and pray for other workers and the children in your care.

**STUDENT PRESCHOOL LEADERS:** Student preschool leaders (ages 12-17) are under the supervision and direction of the supervisors. Become familiar with the developmental age of the children you are leading. Interact, play and read with them accordingly. Greet children as they arrive and welcome visitors; help them feel comfortable. Assist in cleaning up the room and whatever else the supervisor asks you to do.

**SUPPLIES:** Resources, snacks, and supplies are kept in the CMRC (Children’s Ministry Resource Center). Please make use of what is available, and be sure to return resources back to their original location.
PROCEDURES:

- At peak times (9:15-9:45 and 10:30-11:00 on Sundays and 6:30 on Wednesdays) the supervisor should be at the door ready to accept children.
- The Sunday School supervisor should communicate specific room or child needs to the next serving supervisor.

There is a suggested schedule for Sunday mornings in each room. Please do your best to follow it to establish a routine for the children.

Restroom procedures:
- Take the group to the restroom at the appropriate time.
- A woman should supervise in the restroom with the door propped open. One leader should remain in the hallway with the other children.
- Men are not allowed in the restroom with children.
- Children must toilet themselves.

Snack time procedures (Sundays):
- Utilize student leaders to gather the snack items from the CMRC.
- Wash or sanitize the children’s hands before snack time.
- Pray with the children.
- Pass out cups and snacks to children at tables. CHILDREN MUST BE SITTING AT ALL TIMES WHILE EATING SNACK!!!
- When snack is over please be sure to wipe tables off.

Interacting with the children:
- We want to use a variety of methods to point kids to Christ. Teaching the lesson, singing songs, praying, and interacting with them will help us accomplish this goal.
- Bins are “photo-coded” to help keep toys organized and to make it easier for the volunteers to find the toys’ rightful home.

Dismissing the children:
- Only the supervisor can release the child to the parent.
- Check off the child’s name on attendance sheet.
- Other leaders can assist the supervisor with this check-out process by rounding up the children.
<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>9:00</td>
<td>Leaders arrive</td>
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<tr>
<td>9:05</td>
<td>CM Leader prayer in Children’s Ministry Resource Center</td>
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<tr>
<td>9:15-9:45</td>
<td>Parents drop off children in classrooms. Teachers interact with kids. Talk to them about their past week, take prayer requests, review last week’s lesson, or review the unit verse. Kids can also do puzzles or play with play-doh. This may be used as an organized play time.</td>
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<td>9:45-9:55</td>
<td>“Learn By Doing” activity in small groups or one big group. The main purpose is to point the kids to the lesson. Use activities from the curriculum or come up with your own.</td>
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<td>9:55-10:10</td>
<td>Sing, teach “Lesson Memory Words” and review “Unit Memory Words”, optional Verse Activity.</td>
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<tr>
<td>10:10-10:30</td>
<td>Pray and teach the Bible story, using the picture, other visuals you may have, and student participation ideas.</td>
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<td>10:30-10:50</td>
<td>Teacher transition, coloring sheet, organized play time.</td>
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<tr>
<td>10:50-11:00</td>
<td>Prepare to go to the worship room. Take a restroom break, if necessary. Lead kids into the Preschool Worship room. Use the ropes, if necessary, or have them stay on the “red” part of the carpet as they walk there.</td>
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<tr>
<td>11:00-11:30</td>
<td>A leader should pray, lead songs, review the memory verse, etc. Then, at least two leaders should conduct the puppet drama.</td>
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<tr>
<td>11:30—11:45</td>
<td>Snack, Restroom Break, “Play and Move” activity</td>
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<tr>
<td>11:45-12:05</td>
<td>Distribute student pages, review the Bible story, have kids place stickers on pages 2-3, and lead “Learn by Doing” activity.</td>
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<tr>
<td>12:05—dismissal</td>
<td>Lesson review or organized playtime until parents arrive. Room should be picked up before leaders leave.</td>
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Service Commitment  
Cornerstone Baptist Church

I recognize that serving in Cornerstone’s Preschool/K-5 Ministry is a tremendous responsibility. I have read through this manual and agree to abide by the standards and policies as outlined. I will fulfill the detailed duties during this commitment to the best of my abilities.

_______________________________________ Date _______________
Print Name

________________________________________
Signature

Return this form to the preschool director or children’s ministry director.