Preschool Policies/Procedures

Preschool Ages: 3-5
(Must Be Potty Trained)

First of all, we are so glad to have you as part of the team! 😀
Parents are entrusting us with their most prized possession…their child! This is a big responsibility & one we do not take lightly. As an elementary team member, we always want to represent God and NOW church with excellence, and treat each child with the love of God, care, patience, and understanding.

We have many kids & parents coming in to our church for the first time & we want to give them an excellent experience. Always remember "You never get a second chance to make a good first impression." **So let's make it a great one!**

* **Our Mission at NOW Kids** is to provide an atmosphere for kids to connect with God for themselves and teach them how to grow in their friendship with Him every day.

When Serving:
We ask that you show up on time, ready to serve, with a spirit of excellence in attitude & appearance.

Please do not be on your cell phone or other devices while serving, unless it is an emergency. These precious kids need and deserve our complete attention!

Arrival Times:
For 1st service, please arrive at 8:10 am sharp & print your volunteer label from the check in area. Head to the the preschool room to prepare for service.

For 2nd service, please arrive at 9:40 am sharp & print your volunteer label from the check in area. Head to the preschool room to prepare for service.

For 3rd service, please arrive at 11:10 am sharp & print your volunteer label from the check in area. Head to the preschool room to prepare for service.

And depending on what service you are volunteering in, we ask that you attend one of the opposite services to be a part of praise & worship and to receive the Word.

NOW Crew Lounge Code: 2432 ✓
Please keep this code confidential as our NOW Crew Lounge is a perk for all NOW Crew volunteers to enjoy on the day they are scheduled to serve only! Please feel free to place your personal items here under video surveillance for safe keeping and grab a snack or drink as you prepare to serve or are finished serving. Enjoy!

Welcoming Kids:
When welcoming kids, smile 😀 & make eye contact with parents and families. Assure them that their children are in great hands. *It is very important when a child is being dropped off that we make sure both the parent & child have been checked in & have their check in labels. They will need them at check out!

****Please Note:** All of our team members have been thoroughly background checked and properly trained. For the safety of their children and our volunteers, parents are not able to stay in with their child. Only Preschool Volunteers and children that have been checked in are allowed past the double doors of the Preschool hallway. During check-in work together with the check in team to escort the kids from the parents back to the Playroom. Once check-in is complete (around 8:45am/10:15am/11:45am) the metal doors will be closed and locked for security. If parents come after check-in, they can use the video doorbell/intercom system located in both Preschool rooms to communicate with you.

Service Flow:
Our goal is to provide a welcoming and inviting atmosphere for kids in a fun and **structured** environment.

8:10 am/9:40 am/11:10 am - Start off in Playroom while kids are getting checked in.

9:05 am/10:35 am/12:05 pm - Have the kids work together to put the toys away before lining up at the bathroom door to change rooms. Get them excited about what's next!

While kids are lined up, communicate clear expectations. "As we make our way into the classroom, please pick a spot on the floor to sit for Circle Time."

9:10 am/10:40 am/12:10 pm - In the Classroom:
Start with Circle Time - kids sit on a spot on the floor in a circle. Leader can sit on chair or a spot on the floor in the circle.

Teach the kids a few rules:
-please sit criss cross applesauce with hands in your lap. -keep your hands to yourself.
-no talking when the teacher is talking.
-encourage them to listen well!

Start with Prayer.
Read book for the lesson.
Make it interactive: ask questions, have them do motions or repeat after you during parts of the story.
-Make it memorable: have fun, be silly, get creative!

Head to the tables for Craft Time! Please help them write their name on the back & hang them up by the door until parents come pick them up.

Watch/Sing Praise & Worship Song or Bible Story Video on Minno
If you have extra time, please feel free to read another book in Circle Time, color, or play with Play-Doh in Classroom until parents come.

*Our 2nd & 3rd service team will begin receiving kids checked in for next service, in the Playroom.
**For any kids staying through, please take them into the Playroom for 2nd/3rd service.

Bathroom Policy
When a child needs to use the bathroom please give the child privacy. Monitor the door and if necessary knock on the door to check on them to make sure the child goes to the restroom and comes back in a safe & timely manner.

** If there's a child who's not potty trained, please let the parent know that we are not equipped to change any diapers or pull-ups and will need to contact them during service so they can come and change their child's diaper/pull-up.

Security:
We want to provide a safe environment for all volunteers and kids. Each service, by 8:45/10:15/11:45 am please make sure the doors to the hallway are locked & the doors to the kids rooms for added security. If needed a NOW kids preschool key is located inside the cabinet on the top left hand side on a hook if needed to lock/unlock doors.

Check Out: At the end of service when parents come to pick up their children, they will ring the doorbell and there will be a live camera feed on the tablet on three wall near the door. Position an assistant out front to find out the child's name and to grab the sticker from the parent. Then walk back to the classroom to grab the kids' coloring sheets (or other belongings) & escort them safely down the hall to their parents.

Routine Cleaning
After the kids have been picked up, please grab a Lysol wipe and wipe down the tables & any of the toys in the other room that may have gotten dirty.

Accident Reports
If a child is injured in any way, an accident report must be filled out and submitted to Pastors Tristan & Kristen at the end of service. Accident Reports are located in the cabinet along with the first aid kit.

*If the incident is severe (bad cut/bleeding, bumped head, if child was bitten) contact the child's guardian immediately.

Calling Parents During Service Times
We want parents to have a great time in service & experience the presence of God through our amazing praise & worship and powerful, timely messages. As a last resort, if there is a child who

is inconsolable & needs their parent, you can contact the parent through the iPad located on the wall in either preschool room.
Open the Check-Ins app and type in the child's number. Here you can click the chat bubble next to the child's name and make sure the correct parent has the check box checked that you want to contact.
Then proceed to "send message" to specifically text the parent to come to the nursery.
If after a few minutes the parent does not respond, you can contact the multimedia team via the Message app@ media@nowchurch.com with the location "Nursery" and the child's number (i.e. Nursery Z23G). Then they will place the child's number on the auditorium screen. *This can be done by any iPad or iPhone that has the iMessage feature enabled.

When the parent comes to the double doors, verify the label of the parent at the door & once verified have the parent to speak with their child outside of the double doors.

Please Note:

* If you have been sick less than 24 hours before serving, we ask that you please reschedule to serve as we want to keep germs from spreading to the little ones!
* **OR** if there is a child who has been sick in the past 24 hours, we ask that the parents take the child into service with them for the health & safety of all the other children & volunteers.

Thank you for your heart to serve these precious kids!

With love & appreciation!

Pastors Tristan & Kristen Kennedy