

# PBC Children's Ministry

## Fall 2014 Classroom Policies

(Please refer to the PBC Children's Ministry Roadmap for a complete understanding of our ministry, policies, and procedures.)

### Specifically ...

#### Restroom

Please take your child to the restroom before leaving him/her with the teacher, particularly if he/she is potty training. If necessary, the teacher will appropriately assist your child in the restroom. (Please see our restroom procedures under the "Guidelines for Security and Safety" section of the Children's Ministry Roadmap).



#### Drop Off/Pick Up

- **SUNDAY 9:00 Children's Church:**  
ALL children (ages 3 and above) should report to Room 106 to be signed in and receive a nametag. Parents should pick up their children from the classroom, unless arrangements have been made with the teacher.
- **SUNDAY 10:30 Sunday School:**  
(Children ages 2-3) should report to Room 103 to be signed in and receive a nametag. Parents should pick up their children from the classroom.  
(Children age 4 and above) should report to the Fellowship Hall to be signed in and receive a nametag. Parents should pick up their children from their respective class: (4/5 Yr. Old: Room 104), (1<sup>st</sup>/2<sup>nd</sup> Grade: Room 105), (3<sup>rd</sup>-5<sup>th</sup> Grade: Fellowship Hall).
- Never leave the property while your child is in class.

#### Illness

Please do not bring your child to the classroom if he/she has any of the following symptoms:

- Rash, fever, sore throat, eye drainage, diarrhea, vomiting, cough with fever or chills, nasal secretions that are thick, yellow, or green.
- For the safety of Potomac Baptist Church children and volunteers, we ask that if your child has a communicable disease (i.e. AIDS, Chicken Pox, Diarrhea, Hepatitis A, Hepatitis B, Influenza, Pneumonia, T.B., Meningitis, Pink Eye) that he/she not attend Children's Ministry events until a doctor has communicated to you that he/she is no longer contagious.

## Allergies

If your child has allergies OF ANY KIND, we ask the following:

- Please make sure to fill out a Child Information Card (once a year).
- Print the allergy information on the child's nametag each time you sign them in.
- Although we do all we can to be an allergy free environment, we cannot control all foods brought into the building. Please inform your child's teacher/supervisor of any allergies, as well as the severity, and please make sure your child understands his/her allergies.
- Please remain available in case we need to contact you.

## Emergencies

In the event of an emergency where we must vacate the building, please proceed to the most direct exit. Please do not attempt to come get your child as doing so will jam the hallways. Children will exit the building through the nearest safe exit. Once outside, you may find your child(ren).

## Injuries

Should your child become injured in some minor way, the teacher will:

- Fill out an injury report form
- Notify you after class

## Discipline

Should your child require discipline, the "U-turn for Christ" process (as outlined in the "Classroom Environment" section of the Children's Ministry Roadmap) will be implemented.

In particular, the behaviors we want to zero in are:

- Flagrant disobedience (stated as: Obey your teacher.)
- Disrespectful behavior to either a teacher or a classmate. (stated as: Respect each other.)
- Unsafe or dangerous behavior. (stated as: Be safe.)

Expectations for behavior will be clearly explained at the beginning of every class and reminder posters will be hanging in each classroom.

## Questions?

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