



# Preschool Policy

The Heights

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## The Heights Baptist Church Preschool Policies

The following policies have been put in place to assist the staff and membership of The Heights Baptist Church to provide the highest quality in its ministry and programming for young children. We do so to follow the instruction of our Lord Jesus Christ to “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) We acknowledge that these children are entrusted to our care and the responsibilities that are associated with that.

The purposes of the policy are to:

- To provide an environment for our preschoolers to grow in that is safe, happy, child friendly, and scripturally focused in its activities.
- To assist in meeting their needs emotionally, mentally, physically, socially, and spiritually.
- To promote a partnership with parents to encourage, support and include them in the spiritual nurture of their children in all activities at church and at home.
- To enlist the cooperation of the entire church to meet the needs of preschool children in keeping them safe, healthy and growing spiritually.



# Preschool Policy

## A. Discipline and Behavior – Teacher and Child:

Children are never allowed to hurt another person, including the teacher, nor are they allowed to damage property. Remember that the purpose is to insure the safety of our children and to teach responsibility and respect. The following guidelines are suggested when a child violates this rule:

- 1. No caregiver is to use physical force in disciplining a child.**
- 2. Set classroom rules, and convey them to EVERYONE in the room.**  
e.g.: Balls must be rolled, not thrown. Walk, don't run. Sit in chairs, not on tables. We will ALL pick up toys together.
- 3. Redirect the child to another activity.** Explain to the child the inappropriate behavior and give a possible alternative. Do this as privately as possible. For example: "Throwing the block might hurt someone. Would you like to toss the bean bags into the beach bucket?"
- 4. Timeout may be used.** Time-out is a designated place within the room where a child can think about what he/she has done and have some time to regain their self-control. It should be about 1 minute for each year of age. The child should not be placed in a corner, bathroom, closet, facing the wall, or outside of the room in the hallway. If the child is very young or out of control, it may be necessary for an adult to sit close by.
- 5. If the above measures do not work, the teacher may call upon the Preschool Minister to confer with the parents** with regard to insights concerning the discipline of their child.
- 6. Except as they participate with the children, teachers will not eat or drink anything but water while in the class. Workers should not talk on the telephone or message others outside the class except as necessary to conduct the class. The THBC staff will issue other guidance in this area as the need arises.**



## **B. Worker Guidelines:**

### **1. Teacher/Child ratios:**

<input checked="" type="checkbox"/> 0 – 17 months	5 children per 2 teachers
<input checked="" type="checkbox"/> 18 – 24 months	6-8 children per 2 teachers
<input checked="" type="checkbox"/> 2 years	10-12 children per 2 teachers
<input checked="" type="checkbox"/> 2 ½ years 3 years	12 children per 2 teachers
<input checked="" type="checkbox"/> 3 years	12 children per 2 teachers
<input checked="" type="checkbox"/> 4 years – 5 years	15 children per 2 teachers

NOTE: *Rooms should have at least 2 teachers in them at all times*

Classrooms will be combined or staff added as needed to maintain at least the desired teacher/child ratio and two adults per room minimum.

### **2. Volunteer Qualifications**

All volunteers will have to have been a member of the church or a regular attendee for a minimum of six (6) months or have been specifically approved by a minister for such service. Each volunteer, including minors, should fill out the application form, provide references and complete the video training.

Preteen/Youth workers must be a minimum of 10 years of age to work with 2's to 4's and should be approved by the Minister of Preschool Education and the Childcare Coordinator. Youth workers must teach under the supervision of an adult. No youth younger than 16 will work in baby rooms. To work with infants 8 months or younger, a student must be 18.

No non-preschool children (under the age of 10) will be allowed in the Babies-2s rooms, including the children of the teachers assigned to those rooms. The Preschool Minister may grant exceptions as needed.

### **3. Background Checks & Child Abuse Prevention**

All volunteers must submit to a criminal background check and must complete the Child Abuse Prevention Training. (minors are excluded)

### **4. Teacher Training**

Our purpose in teaching our children to help them gain valuable foundational attitudes and information about God the Father, Jesus and the Bible. Perhaps our most effective way of teaching is through our personal relationship with the children. This means helping the child with things he cannot do for himself such as changing diapers, wiping noses, washing hands, etc. The Heights Baptist Church provides all teaching staff with training for these tasks. Certain training will be required for paid staff. Our training for workers includes a DVD training including the following topics:

Security Procedures  
Basic Information about children  
General Hygiene Policy  
Discipline/Behavior  
Diapering  
Potty Training  
Playground Policy  
Reporting of Injuries  
Severe weather evacuations  
Fire evacuations  
Caring for an ill child  
Responding to an emergency



## **C. Childcare Policies**

(All times other than the Sunday morning 9:15/10:50 Schedule)

*All church ministries should attempt to utilize the regular childcare hours if at all possible for the safety and security of children while on our property. A police officer will be on site for all normal childcare hours. Request for childcare during these normal hours should be through EMS or an email to the Childcare Coordinator.*

### **Normal Childcare Hours (free):**

*(Schedule established monthly based on church needs and childcare coordinator availability. An officer is also enlisted for these hours. This schedule is then emailed to all staff.)*

**Sunday nights**                      **5:00-8:00** (Reservations required)

**Tuesday nights**                    **6:30-8:30**

**Wednesday nights**                **6:00-8:30**

Parents must be participating in a church activity. Children must be fed before being dropped off. Babies may receive bottles and food pouches.

**The following are established ministries where the childcare coordinator's time is used to organized and supervise the childcare.**

**Monday MOPS**                      **designated times (fall/spring)**

**Monday CDC meetings**        **designated times (fall/spring)**

**Tuesday A.M. Bible Study** **designated times (fall/spring)**

**Friday Parent's Night Out** **6:00-10:00 designated times (officer also enlisted)**

### **1. Reservation Link**

All Bible Fellowship groups on Sunday nights and special church events along with Parent's Night Out will have a reservation link at [www.theheights.org/childcare](http://www.theheights.org/childcare). Reservations are discontinued one week prior to the event in order to secure the number of staff needed for each event. Children will only be allowed in after the link closes if space is available.

### **2. Sunday Morning Early Care**

One general early care room is open each Sunday for choir/orchestra and any staff who need early care from 8:00 to 9:00 a.m. Reservations or requests need to be made regardless. Early care for 8:00am Leadership Breakfasts will be made available several times per semester for BF Leaders and Engage Leaders as requested. Check with Erica Duncan for availability for age graded leadership or other leadership needs. Requests may be made through EMS.

### **3. Sunday 1<sup>st</sup> Step and Next Step Membership**

These church wide ministries are the only ministries allowed to use the services of our childcare coordinator at times other than normal childcare



hours. The times for these programs vary and must be discussed with the Childcare Coordinator and Preschool minister to coordinate the care for children.

#### **4. Childcare Workers and Support Staff**

All workers are interviewed, background checked and hired according to church policy. Workers must complete the same training and requirements listed for volunteers. A separate childcare agency may be used to supplement the childcare staff. A police officer is on duty for normal childcare hours and may be retained for other special activities.

#### **5. Childcare Vouchers**

Approved activities requiring childcare for fewer than 5 children will be given the option of receiving voucher care of \$10/hr./family with a maximum of 3 hours. This is for off-site childcare normally done in the home. The voucher must be approved by the Preschool Minister or her Assistant. The voucher is cashed in the business office during normal daytime hours.

#### **6. Preschool Rooms**

Preschool rooms are used multiple times and are age specific. The rooms must be kept clean and in order for the next use. Baby- Toddler rooms require more stringent guidelines and cleaning so they may not be used for anything other than normal assigned activities. ***No rooms may be used by a church member or group without going through the permissions set up under "Ministry Related Childcare Needs."***

#### **7. Ministry Related Childcare Guidelines (outside of normal hours)**

1. Request childcare in advance through EMS or Erica Duncan. Erica will provide names of workers who may be available but ministry will need to enlist them and pay them. The ministry requesting childcare must have one adult who has been trained and background checked along with one or more student helpers over the age of 12. Two trained and approved caregivers must be in the room at all times.
2. Childcare exceptions may be granted by the Administrative pastor or Preschool minister for specialized meetings if requested one month in advance. Ministry must pay for childcare workers out of their ministry budget. ***Again, preschool rooms may not be used by ministries without permission and going through the proper procedure (per liability reasons).***
3. Ministry area must have a list of children and ages and make a request one month in advance through EMS or to Erica Duncan in writing.
4. A general playroom or classroom may be assigned for childcare for ages 2



years – 3<sup>rd</sup> grade. Children older or younger than these ages must stay in the meeting with parents. Our preschool rooms will not accommodate Under 2 yrs. And older than 3<sup>rd</sup> grade outside of normal hours.

5. The ministry requesting care must have a minister on site responsible for the safety and security of the children in care since no police officer is present. The Administrative pastor or Preschool minister reserve the right to decide if you need to pay for an officer to be present.

6. All safety guidelines for the protection of children must be in place. (Background checks, training for using the preschool room, training in how to take children to restroom, two people helping in a room at all times, etc.) Rooms must be left clean and in order.

7. If adults are being fed, children should be fed with the adults prior to the meeting if possible.

8. No childcare is provided for weddings, funerals or on Saturdays.

**8. Creekside needs, CDC needs, and other ongoing ministry programs or events.**

Off campus or CDC childcare outside of normal hours must work through the Childcare Coordinator and Preschool Minister. They need to follow the guidelines in #7. The ministry will also be responsible for supervising childcare workers off site or on site during weekday activities.

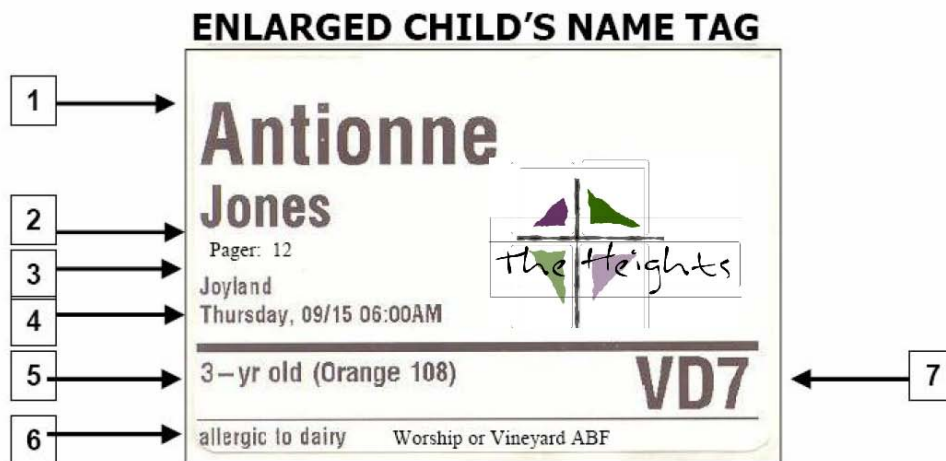
**Childcare Questions or Reservations to Preschool Ministry  
Assistant: Erica Duncan, [eduncan@theheights.org](mailto:eduncan@theheights.org).**

## D. Security

1. Visit one of the check-in stations. Two stations will be located in the new Preschool reception area. A third will be located just to the south of the large aquarium.
2. At the check-in station, an attendant will identify you as a preschool parent. The attendant will print a name tag with the same security number for each of your children, as well as a dual security tag for each parent. Each child's tag will contain the security code, his name, his assigned room number and other important information. The identical security code and date will appear on the parent security tag. The same security code will not be used twice.
3. Proceed to your preschooler's assigned room. **Your child will not be admitted to the room without a name tag.**
4. When you return to Preschoolers at The Heights to retrieve your child, you must present the matching security tag to your child's teacher. If you lose your tag, please report to the Preschool Desk to receive assistance. **Our teachers are not authorized to release any child without the matching security tag.**

### Pager & Cell Phones

A vibrating pager is available to use to contact parents immediately if need arises. However, we prefer parents to leave their cell phone number so it can print off on the child's tag. A parent will receive a text when a child is sick, has an extended period of crying or has an accident.



1. Child's Name
2. Pager: If a pager is issued the pager # will be noted here.
3. Activity
4. Activity Date and Time
5. Room
6. Comments (Allergies or medical conditions will print here & parent location)
7. Security Code for pick up will be noted here

## **E. Guidelines for Parents**

Preschool department opens 15 minutes before scheduled meetings and closes 15 minutes after activities are over.

No child shall be released to any person except a parent or other designated adult who returns to the room with the security tag (discussed later).

Parents are expected to come for their children immediately after the close of each church activity.

Parents absolutely may not leave a child in any room unless teachers are there to care of a child.

It is recommended that parents or others shall not visit the preschool child or seek to view him during the time he is in the preschool area as this can upset the child.

Children may be left only when a parent is involved in a church-related activity.

Parents should be discouraged from coming into the room except as needed to provide specialized care for their child (and with the approval of the Preschool Minister). The door may hit a child. A child may “escape” through an open door. The traffic can be a distraction to the other children.

Teachers who take their child out of the room (to the playground or on a walking tour, e.g.) should leave a note outside the door indicating where the class will be and the approximate return time. Also leave a note when the class has been moved to another room- unless this is part of the normal course of events for the class.

If you see an adult or child wandering around any Preschool area, please notify a Coordinator. We will inquire if we can assist them. Otherwise, for security purposes, we do not permit people not associated with preschool classes to wander around the children’s areas.

If there is an evacuation, drill or otherwise, teachers will remove children from the building following established procedures. Parents should not go to the preschool rooms to pick up their children in the event of an evacuation.

If children need to be picked up early because of impending bad weather (ice storm, e.g.), this will be communicated church wide by staff members.

See other sections regarding claim tags and waivers.



## **F. Allergies and Food, Medications, Infectious Disease**

### **1) Allergies and Food**

The goal of Preschoolers at The Heights is to provide a safe, secure, and loving environment for children to participate in and help Parents feel comfortable leaving their child(ren). Therefore, we have a policy that reflects our desire to prevent food allergy reactions.

A. Any volunteer who observes the following symptoms should immediately contact a staff member.

Systemic Symptoms:

- a) Mouth: itching & swelling of the lips, tongue, or mouth
- b) Throat: itching and/or a sense of tightness in the throat, hoarseness, or hacking cough
- c) Skin: hives, itchy rash, and/or swelling about the face or extremities
- d) Stomach: nausea, abdominal cramps, vomiting, and/or diarrhea
- e) Lung \*: shortness of breath, repetitive coughing, and/or wheezing
- f) Heart \*: rapid pulse

The severity of symptoms can change quickly. \* These symptoms are more likely to progress to a life-threatening situation.

B. Parents will also fill out an “Allergy Alert” tag, which will be placed on the child’s diaper bag or backpack. The parent should also make the child’s teacher aware of the allergy. The child is to have that tag present when in the care of Preschoolers at The Heights. Allergy Alert Stickers are at the Preschool Desk. Remind parents, particularly visitors, of their availability. Always post an Allergy Alert sign on your classroom door when serving any snack food other than what is provided by the church- or when children will be touching/smelling objects wo which they might be allergic.

C. Children will be identified weekly with and “Allergy Alert” sticker that will be given to them at the Preschool desk before they go to their rooms.

D. Preschoolers at The Heights provides food allergy safe snacks for all children.

E. The Preschoolers at The Heights staff will need to approve any special holiday snacks that may be offered. When snacks are offered other than what Preschoolers at The Heights provides, a “Special Snack” sign will need to be posted outside the door of each classroom so that parents will be made aware.

F. If there is ay question about the safety, volunteers are to check with the coordinator before giving any snacks to children wearing an allergy alert sticker.

## **2) Medications and Children with Illnesses**

Neither teachers nor employees are allowed to give any medication to any child (other than their own) in the preschool area.

The Preschoolers at The Heights staff desires to provide a safe, clean, and healthy environment for children. To accomplish this, the following guidelines have been implemented to provide protection for all children and volunteers in preventing the contraction and spreading of infectious diseases.

Upon the recommendation of the Committee on Control of Infectious Diseases of the American Academy of Pediatrics, a child should not be taken from the home except for medical treatment when any of the following symptoms exist and cannot be accepted at church functions.

- Fever (must be free of fever for 24 hours)
- Vomiting and/or diarrhea (must be free of vomiting and/or diarrhea for 24 hours).
- Any symptoms of childhood diseases such as Scarlet Fever, Measles, Chicken Pox, Strep Throat, Flu, etc., or any infectious diseases.
- Chicken Pox- all sores must be completely scabbed over and dry at the edges.
- Common Cold- from the onset through one week
- Sore throat, Croup, Fifth Disease, Unexplained rash, Head lice
- Any skin infection- Boils, Ringworm, Impetigo, Thrush, Hand-Foot-Mouth Disease. Pinkeye and other eye infections.
- Cloudy or green runny nose, persistent cough
- Mononucleosis

Children who become or appear ill during a session will be isolated and parents will be called.

If you believe that your child has contracted a childhood disease following a session in a preschool room, please inform the Preschool Minister or Preschool Coordinator so that they may inform the other parents to take preventative care.

## **3) Church wide Infectious Disease and Child/Youth Protection Policies**

Preschool staff, directors, teachers and workers will adhere to The Heights Baptist Church Infectious Disease and Child/Youth Protection Policies.

Copies of the THBC Infectious Disease and Child/Youth Protection Policies may be obtained by contacting the Preschool Ministry office.

## **G. Incidents and Accidents**

### **1) Incident**

When a biting, scratching, or hitting incident occurs, follow these procedures:

- Immediately give your attention to the hurt child. Calm the child and don't overreact.
- Clean the area with soap and water and apply a cold compress (located in the refrigerator in the kitchen or break room). Be careful if the skin is broken. If needed, on Sunday mornings the Medical Emergency Response Team, or MERT, will take care of treating the injury and notifying the parents.
- Then firmly with love at eye level, tell the child who caused the injury that biting/hitting/scratching hurts and that you will not allow him/her to hurt other children. Place the child in time-out for one minute for each year of age.
- The child who caused the injury will be closely supervised to prevent further incidents. Notify your Preschool Coordinator.
- Complete an Accident Report Form; you can get your form from your coordinator. Please place the biting form with the child's belongings. Inform the parents of the incident. However, never release the name of the child who is biting, scratching, or hitting. If the injured child's parent presses for this information, refer them to the Preschool minister.
- In the event of a second occurrence, the parent may be asked to come and stay with the child to assist the teachers. This is for the welfare and safety of all our children.

These types of problems are handled on an individual basis. The staff will attempt to work with the child and the parent but the safety of all our children is our first concern. We must consider what is best for all the children.

### **2) Accidents**

Typically, an injury can be treated with a little TLC and a Band-Aid or ice pack, but we must be prepared for everything. We are fortunate to have a First Aid Room on the First Floor of the Main Children's Building. A Medical Emergency Response Team (MERT) is in place for Sunday morning services. Please contact the new building Preschool Desk to activate this system. Whenever an accident occurs, make sure that an Accident Report Form is filled out. These are available at the Preschool Desk.

Please talk with the parent upon their arrival and let them know of the situation. A Preschool Ministry staff member will follow up with the parent if necessary, the following week.

**Remember that we are not authorized to dispense any over the counter or prescription medication.** In the event a child needs more attention than we can provide, the parent will be paged or located and notified.

Serious injuries involving broken bones, convulsions, fainting, unconsciousness or other serious bodily injury should be treated as follows:

- Keep calm and keep preschoolers and the injured person as calm as possible. Speak to the child assuring them that they will be fine.
- Do not move the injured child or leave them alone.
- Send a fellow teacher to find a staff member for assistance or to the Preschool Desk to activate the MERT system.
- The staff member will contact the parents and advise them of the child's situation- they will defer to the parents for details on doctor or hospital preference.
- If the child is to be transported to a hospital and a parent cannot be located in time, a staff member will accompany the child to the hospital.
- The staff member will follow up with the parent as needed.
- All volunteers and staff members involved in the emergency should write out a report of what happened immediately following the emergency.





# ACCIDENT REPORT

This report must be filled out and turned in at the conclusion of the session to the  
Preschool Welcome Desk.

Name:

---

Place of Accident:

---

---

Who was there:

---

---

---

Type of Accident:

---

---

---

Time of Accident:

---

Treatment:

---

---

---

Date: \_\_\_\_\_

Teacher: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

# Emergency Procedures for Preschool Hallways

## When the *fire alarm* is heard:

1. Calmly gather children and get them ready to leave the building. Do not take time to put on coats or take-off “dress-up” clothes.
2. Take a head count then check children after safely exiting the building.
3. Turn off light.
4. Close classroom door.
5. Lead children outside by route indicated below:
  - a. **Green Tree Hallway**- Roll beds or lead children out the west door.
  - b. **Red Tree Hallway**- Lead children out the east doors in front of the cross
  - c. **Orange Tree Hallway**- Lead children out the gym foyer doors
6. When outside, lead children to a safe distance away from the building (about 100 ft. away).
7. Return to the building when you are given the signal.
8. Take a head count again once you return to the classroom.
9. Keep all classroom doors open during the day so you are able to hear an emergency sound or see the strobe lights in the hallway.

Teachers in the crib rooms should put children in one or two beds and evacuate. Blue tape has been used to designate a bed that will readily fit through each door opening.

## When the *bad weather siren* is heard:

1. Calmly gather children and get them ready to move to a “Safe Area,”
  - a. **Priority Choice “Safe Area”**- If time allows, evacuate to Lower Level- the Brick.
    - i. **Green Tree Hallway**- Youngest can be moved in cribs to stairwell near aquarium but then carried down stairs to a Brick classroom. Lead other children holding hands to same stairwell.
    - ii. **Red Tree Hallway**- Lead children toward the east doors and turn right to go downstairs near Chapel to the Brick. (Stairwell next to Women’s Restrooms)
    - iii. **Orange Tree Hallway**- Lead children toward stairs near Gym to go to the Brick classrooms. (Stairwell by West Wing & Gym)
  - b. **2<sup>nd</sup> Best Choice “Safe Area”**: Follow the Evacuation Plan in each room for “Safe Area” listed on map and below. (An interior room without windows)
2. Take a head count.
3. Turn off light.
4. Close the classroom door.

\*\*If you are located in a room without windows, you will stay in your room. \*\*

## Younger Preschool:

Room 1104 will move to room 1101  
Room 1106 will move to room 1107  
Room 1112 will move to room 1107  
Room 1114 will move to room 1109  
Room 1116 will move to room 1117  
Room 1118 will move to room 1115

Room 1113 will move to room 1115  
Room 1115 will stay in your room  
Room 1117 will stay in your room  
Room 1119 will move to room 1117  
Room 1121 will move to room 1117  
Room 1123 will move to room 1117

Room 1101 will stay in your room  
Room 1103 will move to room 1101  
Room 1105 will move to room 1107  
Room 1107 will stay in your room  
Room 1109 will stay in your room  
Room 1111 will move to room 1109

## Older Preschool:

Room 106 will stay in room  
Room 108 will stay in room  
Room 109 goes to Room 106  
Room 110 will stay in room  
Room 111 goes to Room 106  
Room 112 will stay in room  
Room 113 goes to Room 108  
Room 114 will stay in room.  
Room 115 goes to Room 108

Room 131 goes to Room 110  
Room 133 goes to Room 110  
Room 134 goes to Room 112  
Room 135 goes to Room 112  
Room 136 goes to Room 114  
Room 137 goes to Room 114  
Room 138 goes to Room 114

## *When a lock-down occurs:*

When ministers or police call on radio for a lockdown:

1. Staff and coordinators will immediately gather people in check in area or hallway into the Green Tree and Red Tree hallways and shut the magnetic doors.
2. Immediate lockdown calls for all coordinators (including the orange tree hallway) to lock classes in the rooms where they presently meet. **Coordinators should keep radio contact on channel one.** (Main church channel for communication.)
3. Ask teachers to keep children calm by singing and telling or reading stories until an “all clear” is given.
4. Tell teachers to have children sit in a corner of the room that is the furthest away from doors/windows.
5. **Only if time** and instructed by police or ministers, the **Bad Weather evacuation plan will be called for** so teachers can move children to rooms without windows. Follow the Bad Weather room assignments.
6. For 130's hallway (Orange Tree Hallway): If instructed to follow Bad Weather plan: Move children in their lines through the staff break room (127). Proceed through the bathroom cut through to room 114 in the red tree hallway and on to assigned rooms.

\*If your class is in the worship room, the playroom, on the playground, or in bye-bye buggies go to the designated room listed above.

Once all of the classes are in the designated room, close and lock the door and shut the blinds. The administrative staff will secure the hallway. We will come to you with more instructions as needed.

# Welcome to Preschoolers At The Heights

Pager No. \_\_\_\_\_

ID No. \_\_\_\_\_

## BABY INFORMATION SHEET

Child's Name \_\_\_\_\_ Birth date \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Parent's Location at 9:15 \_\_\_\_\_ at 10:50 \_\_\_\_\_

Feeding:  Bottle Fed  Warm  Cold  Room temperature

Breast Fed

Wake baby to feed? Yes No When was baby last fed? \_\_\_\_\_

Time for next feeding: \_\_\_\_\_

Use child's cup only: Yes No

### Sleep:

Approximate time for next nap: \_\_\_\_\_

Child goes to sleep best:

by self bed (stomach or back?)  bounced/patted

rocked

with blanket close

rocked with bottle

with head covered

Does child use a pacifier? Yes No

Special Instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### REPORT FOR PARENTS

MOOD: Good  Fretful  Tired  Playful

Bottles given at \_\_\_\_\_

Naps \_\_\_\_\_ Diapers: B.M.  Wet

Other Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# CHANGING DIAPERS

**PLEASE CHECK EACH CHILD'S DIAPER  
AT LEAST ONE TIME PER HOUR!**

- Gather diaper and wipes from child's bag to the changing area.  
Put disposable gloves on both hands.
- Place changing paper on top of changing mat.
- Place baby on changing mat.
- Remove soiled diaper.
- Roll soiled diaper and used baby wipes into changing paper.
- Fasten clean diaper securely.
- Write the time the change occurred inside the diaper on the sticker.
- Place the sticker on the child's diaper.
- Remove the child from the changing area.
- Place changing paper and soiled diaper in palm of one hand. With the other hand, pull disposable glove over diaper. Place glove with diaper in gloved hand. Pull other glove over the end of the diaper. This process seals diaper inside the gloves.
- Place diaper in a plastic bag, and tie a knot in the bag. Place bag in the trash receptacle.
- Wipe surface of changing mat with bleach solution.
- Wash your hands. Wash the child's hands.

**ALWAYS SEND EVERY BABY HOME WITH A DRY  
DIAPER!**

# CLEANING A CRIB

**AFTER USE BY A SINGLE BABY,  
EACH CRIB SHOULD BE CLEANED!**

- Remove the crib sheet
- Clean bed and mattress with disinfecting solution found in spray bottle.
- Wipe rails dry with a disposable towel.
- Let mattress air dry propped perpendicularly in the crib. DO NOT put clean sheets on wet mattresses.
- Take dirty sheets to the laundry room and place in dirty basket.

## Preschool Rooms – Cleaning

### Green Tree Hallway

Mix bleach water (9:15 hour)

- Change sheets, clean bed after each baby
- Bleach any toy/equipment after each baby as needed
- End of morning (10:50 hour): strip beds, wipe down beds and toys, wipe down changing area including rubber mat. Toddlers/Twos: Spray toys, wipe tables and cabinet area and rubber changing mat.
- Toddlers/Twos: Place all items that came in your curriculum sack back in sack at the end of your teaching hour (including little people, manipulatives, stuffed animals, doctor's kits, extra crafts, etc.)

### Red Tree/Orange Tree Hallway

- Mix bleach water (9:15 hour)
- Wipe down table after an art project or snack (with bleach water).
- Follow guidelines on room clean up below (10:50 hour)

### Room Clean Up

Keep all manipulative/puzzle pieces or parts of a toy together after use (either hour). Place all items that came in your curriculum sack back in sack at the end of your teaching hour (including little people, manipulatives, stuffed animals, doctor's kits, extra crafts, etc.)

Encourage the children to help clean up room: all toys in proper places with their pieces together, all homeliving items returned to proper place, all block items returned to proper shelf, chairs pushed under table top. Wipe tables with bleach water.

Remember that lots of people use our rooms so leave them as clean and orderly as possible for the next class. Thank You!!

