



Fellowship Greenville Kids Preschool Serving Checklist

- Arrive 30 minutes prior to service starting (8:30am or 10:30am)
- Check in at the iPad behind the preschool check in desk to get your tag and lanyard.
- Prepare room for arrival of children by putting the white paper bags, crayons and stickers on the tables. You will use these bags to put all crafts and take-home materials in these bags.
- Look at the lesson and activities on the counters to make sure you have what you need. Contact the hall director if you need anything.
- Greet children and parents at drop off.
- When a child is dropped off, take Child's class tag and place it on the roster sheet in the binder.
- A first time guest escorted by another team member can enter the room, even when the room is at capacity.
- With the increase of allergies, no outside food or candy may be given to the children.
- Follow the schedule and do the prepared activities.
- Preschool Lower - the 2 year olds stay in their rooms for worship time and use the tv's to play the songs and Bible story.
- Preschool Upper (3-5 year olds)
 - Place a colored circle sticker on his or her worn name tag. This will aid in the transition of children from the Clubhouse back to each classroom.
 - When transitioning into the Clubhouse, be sure to count your children and take the roster sheet with you.
 - Hand each child a sit-spot and have your class sit around the color sit-spot basket that matches their sticker in room 200. Do not allow a child to sit in your lap as part of our lap policy. Child may sit next to or lean on shoulder.
 - After worship, gather your children, making sure you have the correct number and that everyone has the correct color sticker on his or her name tag.
- Never be one on one with a child. Prop the bathroom door open when assisting in the restroom so as not to be out of view. If you and one child are the only one in the room during pick up/drop off, stand in the doorway with the child so that you are in view of others.
- Wear gloves when changing diapers. Only women over 16 years old can assist in diaper changing.
- Stay in the classroom when children are present.
- During pick up, please match the pick up tag with the tag on the roster sheet making sure the dates and codes on the upper left corner match.
- If a pick up tag has been misplaced or lost: please use the Replacement Pick Up Slip signed (see tab in binder).
 - Check the Drivers License of the pick up person to verify the last names match and alert your Area Director/FG Kids Staff that they need to check Rock to verify the pick up person is attached to the child's profile.



FG Kids Preschool Safety & Cleaning Procedures

- Volunteers must use hand sanitizer or wash their hands when entering the room.
- Each hour will have their own set of toys. The toy shelves are double sided and pushed up against the wall, so that only one side of the shelf is used at a time. Please only use the toys on your designated service time.
- Each hour has their own supplies (markers, crayons, glue, scissors, etc). The cabinets are clearly labeled "9:00 Supplies" and "11:00 supplies." Please only use the supplies in your designated cabinet.
- Cleaning procedures after each service:
 - Spray the toys with the sanitizer provided.
 - If a child puts a toy in their mouth, wash the toy with dish soap and set it on the counter to dry.
 - Wipe down all surfaces with the Clorox wipes, including tables, counters, changing table, door knob, light switch, etc.
 - Vacuum as needed. The vacuums are located in the kitchen next to the Clubhouse upstairs and in the leader hub downstairs.
 - Put the toys in their correct bin and turn the toy shelf around.
 - 11:00 volunteers must
 - Stack the chairs against the wall.
 - Tie up all trash (diaper and bathroom trash included) and set bag outside of the room.
 - Place new trash bag in trash can.



Safe Touch Policy

- Leaders should always ask permission before any type of touch including: high five, fist bump, hug, etc.
- Create unique handshakes as a way to engage in safe touch.
 - Fist Bump
 - Heart Pat (leader taps on heart twice and allowing the child to repeat after)
 - Elbow Bump
 - Foot Five
- When with children always be in sight of another leader or staff member
 - Never be 1 on 1 behind closed doors

How To Connect Through Empathy

- Engaging in safe touch can be difficult when a child is upset and needs comfort! Here are some tips on how to comfort a child while keeping the safe touch policy in mind.
 - Lead Problem Solving with Empathy: When a child needs help or comfort, try to use empathy before problem solving.
 - Instead of immediately picking the child up try to use words such as *"I know you're sad Mom and Dad had to leave"*
 - Ask questions to try to understand how the child is feeling such as *"What do you need?"* or *"How can I help you?"*

Why is this important? There is a huge difference between problem solving for a child versus creating an emotional connection through empathy. Problem solving is temporary and you may have to exhaust so many resources. However, as you use empathy you are showing the child you are a safe place. A place of belonging. We do not only want to show our kids belonging in a physical sense, but emotionally too. Giving a child a place that is safe physically and emotionally will allow the children to be open to hearing the gospel. Using empathy is a great way to connect with the child on a deeper level while creating an environment of safe touch.