



## **Early Childhood Ministry** **Policies & Procedures**

*Revised on July 26, 2020*

Welcome to the PAC Early Childhood (EC) program! Our ministry exists to provide a safe and nurturing environment, while teaching children about the love of Jesus. We want parents to be able to attend church knowing their child is in good hands.

### **General Information**

- All adult volunteers who work with children or students at Pine Acres Church have successfully undergone a background check. The safety of your children is our highest priority. If you are interested in serving with us, please contact the Early Childhood Director for more information.
- Early Childhood classrooms are open 10 minutes prior to the start of services.
- Newborns are welcome in our nursery! Contact the Early Childhood Director to complete any necessary paperwork.

### **Check-In Process**

- After a child's first visit, their information will be entered in to the Check-In database.
- When arriving for services, please check-in at the registration booth at the entrance to the Children's Wing. An official greeter will be present and will gladly assist with any questions.
- Upon completing the Check-In process, a nametag and check-out card will be printed. Please attach the nametag to the child's back and retain the check-out card. The check-out card will be presented to the EC volunteer managing the child's classroom during pick up.

## Classroom Assignments

- Room assignments are based on a culmination of factors including, but not limited to: child's age, developmental stage, and maintaining appropriate classroom sizes.
- Children are traditionally "promoted" to the next classroom in June of each year. Additional classroom changes may be made throughout the year as needed.
- We want church to be a welcoming environment for all children. Please let the Early Childhood Director know of any Special Needs so we can facilitate appropriate accommodations.

## General Classroom Guide

PINK ROOM

BIRTH TO 12 MONTHS

BLUE ROOM

13 TO 24 MONTHS  
\*WITH STEADY WALKING ABILITY\*

GREEN ROOM

2 & 3 YEAR OLDS

ORANGE ROOM

3 & 4 YEAR OLDS  
\*COMPLETELY POTTY-TRAINED\*

RED ROOM

4 & 5 YEAR OLDS  
\*COMPLETELY POTTY-TRAINED\*

## What To Bring

- For children not yet potty-trained:
  - Diaper bag & diapers
  - Change of clothes
  - Cup/bottles/formula (as needed)
  - Soothing items: Pacifier/Blanket (as needed)
  - Snacks (as needed)
  - We supply generic wipes. If a child requires specific wipes, please include them in the diaper bag and inform the EC volunteer of any special requests.
  - Please clearly label all items/belongings.

## **What Not To Bring**

- Medicine. If a child needs any medication, it must be administered by the parent/guardian.
- Please do not bring toys from home. They may get lost/mixed in with the EC toys.
- Food that must be spoon fed.

## **Food Policy**

- We provide a light snack during the service and Sunday School hours. This generally consists of either Cheerios or Goldfish crackers.
- Parents are encouraged to provide a clearly labeled sippy cup or water bottle for their child.
- Please contact the Early Childhood Director with any food related allergies/sensitivities or concerns.

## **Illness**

- Children must be fever and symptom free for at least 24 hours prior to returning to an EC classroom. We seek to respect the health and wellness of both the other children and our volunteers. (*See our Wellness Policy for further explanation*)
- If a child becomes ill during the service, the parents will be notified immediately.
- If a child has severe allergies or other medical concerns, please notify the Early Childhood Director to discuss the child's specific needs.

## **Behavioral Concerns**

- Our goal is to create an environment where our youngest church members feel safe and loved, while learning about the God who created them.
- We recognize all children are capable of having off days and going through difficult phases. If challenging behaviors arise while in an EC classroom, the Early Childhood Director will work with the parents to find appropriate solutions and ensure the safety and wellbeing of all involved.

We desire to partner with parents in laying the foundation for their child's future relationship with Jesus Christ by teaching them that: God Made Them, God Loves Them, and Jesus Wants to be Their Friend Forever.

If you have any questions, comments, or ideas please feel free to contact me.  
I would be happy to speak with you!

Early Childhood Director



**PINE ACRES CHURCH**  
CONNECT · GROW · SERVE · GO