



Planning and Organizing a Preschool Ministry



Ages: Birth to Five years

Materials Assembled by

The Baptist Convention of Maryland and Delaware





Planning and Organizing a Preschool Ministry

Developing preschool policies can be very helpful to a preschool ministry. Any preschool class, department, or division can implement procedures for consistent care. Whether large or small, a church should have basic written policies to guide the preschool ministry. Policies can be developed by a preschool committee (team) or a group of teachers, parents, and church leaders. Each church's policies will reflect the individual needs and ministry of the church.

Policies

- Help communicate to everyone basic policy procedures
- Give direction to help teachers respond consistently to situation
- Explain hygiene and cleanliness, illness, use of preschool rooms, safety and security, reporting abuse, and emergency procedures

A preschool committee or team can help make decision for implementing a quality preschool ministry. Parent, teachers, and other interested adults can be enlisted to serve on the committee. In addition to making the decisions, the preschool committee gives support to the preschool ministry among the church congregation. The committee may have as few as 3 members or as many as 10 members. All committee members must be dedicated to sound preschool Bible teaching.

A Preschool Committee can:

1. Help develop and implement policies
2. Recommend the purchase of equipment, furniture, and supplies
3. Coordinate space usage
4. Develop organization of the preschool ministry
5. Oversee the administration of preschool Sunday School

Planning and organizing preschool Sunday school ministry can be challenging.

Organization is necessary, whether the preschool ministry is one department or several age-group divisions. Organization impacts teaching and effective planning make Bible teaching more effective.



Sample Policies and Procedures

Hygiene Policies

- ⇒ Infants will be diapered in their cribs. Older babies and ones will be changed on a nonporous surface. This surface will be sanitized after each use. Waxed paper will be used underneath soiled diapers.
- ⇒ Teachers will wear disposable gloves when changing a diaper or assisting a child with toileting needs. A new set of gloves is required for each diaper.
- ⇒ Disposable gloves will be worn when performing any first-aid procedures.
- ⇒ Hand washing prevents the spread of infection. Children should wash their hands after they use the toilet, wipe their eyes or nose, and before eating or serving snacks. Teachers, also, will wash their hands often.
- ⇒ A disinfecting solution made of 1/4 cup of household bleach to 1 gallon of water will be used for wiping up all spills, cleaning diaper-changing areas, washing hands, and cleaning all toys and equipment. Disinfecting solution should be made for each session to ensure effectiveness. After a session, discard the solution.

General Policies

1. The preschool facilities are available only when supervised by authorized personnel.
2. Children may be left in a preschool room only when a parent or another responsible adult is participating in church services or church-sponsored activities.
3. All personal items (such as bottles, diaper bags, extra clothing, etc.) should be labeled with the child's first and last name.
4. Bottles will be warmed slowly and in a manner that ensures they are safe for children to drink.
5. Personal toys and games should be left at home. Security items are acceptable.
6. Parents of preschoolers will be asked to teach in Extended Teaching Care (ETC). Assignments are made on a rotating basis.

Sample Policies and Procedures (continued)

Security

1. Preschoolers are registered at the door using the sign-in sheet. Parents are to indicate where they can be located in case of an emergency.
2. Parents are given identification cards which must be presented when they pick up their children.

Suggestions to Parents

To make your child's experiences at church happy and meaningful, you can:

- Bring your child to church regularly. Talk about church and the happy experiences you have there.
- Dress your child comfortably.
- Allow adequate time for dressing and feeding your child before coming to church.
- Encourage your child to walk with you to the room. This provides a sense of independence.
- Always say good-bye to your child before you leave. Assure him/her that you will return later.
- Leave promptly, even if your child seem fretful. If your child remains unhappy for an extended time, the teacher will come and get you.

Reception and Dismissal



1. Preschoolers are received 15 minutes before each session and should be picked up immediately following each church activity.
2. To ensure safety, only preschoolers and teachers should be inside the classroom. Knock at the door and wait for a teacher to receive or dismiss your child.
3. A child should not be left in a preschool room unless a teacher is present.
4. Preschoolers are brought to their classes by and released to a parent or adult guardian who presents the security card.

Sample Policies and Procedures (continued)

Illness Policy

Parents are asked not to bring their child to a church program or function if any of the following conditions exist:

- Temperature of 100 degrees in the last 24 hours
- Vomiting
- Diarrhea
- Severe coughing
- Pink eye
- Head lice
- Undiagnosed rash
- Open skin lesions
- Any symptoms of infectious childhood disease



If a child contracts a childhood disease following a session in a preschool department, the church should be notified.

Children who appear ill during a church session will be isolated with supervision, and the parents will be expected to come for the child.

Guidelines for Reporting Suspected Child Abuse

1. Document all efforts at handling the incident.
2. Report the incident immediately to the church's insurance company, attorney, and appropriate church staff.
3. Contact the appropriate civil authorities.
4. Notify the parents.
5. Do not confront the accused until the safety of the child is secured.

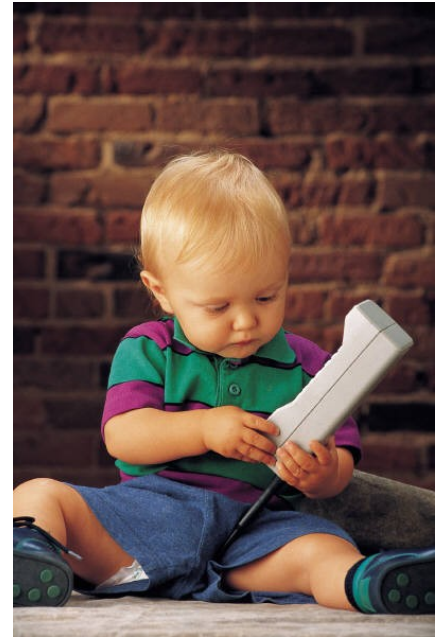
Preschool Guidelines

Size of Room

35 square feet per child

Doors

- √ Solid with small rectangular window for safety and security (half doors are not recommended; may encourage teachers to visit with others in the hallway; and children are distracted by movement and noise outside the open half door).
- √ Open to the outside of the room.
- √ 36 inches wide (a crib could pass through in the event of an emergency).



Floors

NOTE: *Whatever choice is made, cleanliness is important*

- √ Allow preschoolers the freedom to participate in a variety of activities
- √ Comfortable
- √ Clean
- √ Safe

Electrical Outlets

NOTE: *In rooms for babies through twos, outlets should be 4 1/2 feet from the floor*

- √ Two per wall
- √ Safety outlets or safety covers

Sink and Cabinet

- √ Babies through two year olds room-adult height (36 inches)
- √ Three's through kindergarten room-adult height (36 inches) Child-height sink (27 inches)

Preschool Guidelines (continued)

Walls

- √ Color
 - Neutral colors or soft pastels are best.
 - For rooms which receive much natural light, soft blues and other “cool” colors work well.
 - For rooms which received little or no natural light, a “warm” color such as a soft yellow is a good choice.

NOTE: Bold colors, patterns, chair rails, borders, and murals may distract from learning and may make the rooms look cluttered, or encourage over active behavior. A good compromise is adding a soft color accent wall to the room.

- √ Type of covering
 - Washable, nontoxic paint
 - Vinyl wallpaper with no pattern

Ceilings

- √ Acoustical ceilings (these ceilings work to keep down the noise level).

Windows

- √ 18 inches from the floor to provide preschoolers a better view of God’s world.
- √ Window ledges flush with the wall
- √ Mini blinds, when necessary, to eliminate glare or to close out distractions
- √ Shatterproof glass

Lighting

- √ Fluorescent lighting
 - Brighter
 - Less expensive

NOTE: In rooms designed for babies, lights should be on a dimmer switch or designed so that the lights on one side of the room can be turned on while leaving the lights off on the other side of the room.

Preschool Guidelines (continued)

Rest Rooms

- √ Connected to the department
- √ Child-size toilets
- √ Sinks with paper towels and soap dispensers on the level of preschoolers inside the department room
- √ Tile floors
- √ Doors without locks

Choosing the correct Crib

Hospital cribs are recommended but expensive. Commercial portable cribs are an acceptable substitute. When purchasing or using donated cribs, consider the following guidelines:

- √ Slats should be no more than 2 3/8 inches apart
- √ Distance from the top of the mattress to the top of the rail should be at least 36 inches
- √ Mattress should fit snugly in the crib
- √ Corner posts should be no more than 1/16 inch
- √ Drop-side latches should be secure
- √ Crib can fit through the door (for emergency evacuation)

NOTE: Avoid stackable cribs. The closeness of several babies contributes to the spread of disease. Also, stackable cribs encourage too many babies in a small space.

Criteria for selecting toys for Preschool rooms

- √ No sharp edges or points
- √ Suitable for age and development of child
- √ No small objects that can be removed or swallowed
- √ No mechanisms that can pinch or trap a child's fingers
- √ Washable
- √ Made of nonflammable materials
- √ Challenging, but not frustrating for children

Preschool Guidelines (continued)

Selecting Equipment for Preschool Rooms

A preschool room should contain equipment and furniture that will enhance the Bible teaching environment. The equipment and furniture selected will be used by all areas of preschool ministry and must meet the needs of the preschoolers who use the room. Each age group requires different types of equipment for appropriate teaching.

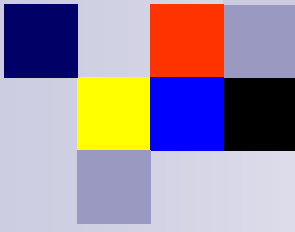
Good preschool teaching can occur with limited supplies and equipment. When space or budget are limited, teachers can choose the equipment or furniture that is most needed. Other items can be added when space or funds are available.



Room Arrangement

The placement of equipment, furniture, and resources are important to creating a positive learning environment. A good arrangement helps ensure the best use of the room and enhances learning. Consider these guidelines:

- Place the home-living/dramatic play across the room from the door
- Group quiet activities together
- Arrange more active, noisy activities near each other
- Locate “messy” activities near a water source or rest room
- Place nature materials near a window
- To create space in a room, use the floor for some activities.



Planning and Organizing a Preschool Ministry

Confidential Volunteer Application Form

This application is to be completed by all applicants for any position involving the supervision or custody of minors. It will help our church family provide a safe and secure environment for boys and girls.

Personal

Name _____ Date _____

Present Address _____ SS# _____

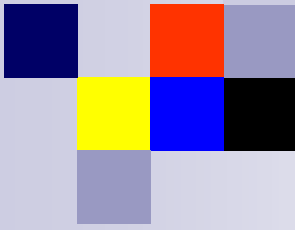
City _____ State _____ Zip _____

Day Phone _____ Evening Phone _____

Occupation _____ Marital Status _____

1. On what date would you be available to begin? _____
2. What is your minimum length of commitment? _____
3. Are you over the age of 18? Yes No
4. Do you have a current driver's license? Yes No
5. if yes, please list your driver's license number _____
6. Have you ever been charged with, indicted for, or plead guilty to an offense involving a minor? Yes No
7. If yes, please describe all convictions for the last five years: _____

8. were you a victim of abuse or molestation as a minor? Yes No
- **NOTE:** If you prefer, you may refuse to answer this question **Or** you may discuss your answer in confidence with one of the ministers rather than answering it on this form. Answering yes or leaving the question unanswered will not automatically disqualify you.



Confidential Volunteer Application Form (continued)

Church Activity

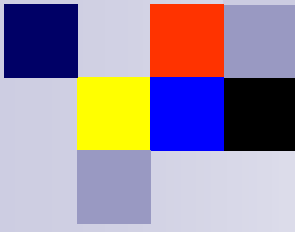
1. When did you make your profession of faith in Christ? _____
2. When were you baptized? _____
3. Have you joined our church? Yes No if, no, of which church are you a member?

4. List (name and address) of other churches you have attended regularly during the past five years:

5. List previous church work involving children:

Church Name _____
Church Address _____ City _____ State _____ Zip _____
Type of Work Performed _____
Dates _____

Church Name _____
Church Address _____ City _____ State _____ Zip _____
Type of Work Performed _____
Dates _____



Confidential Volunteer Application Form (continued)

Church Activity

6. List all previous nonchurch work involving children:

Organization _____

Address _____ City _____ State _____ Zip _____

Telephone Number/s _____

Organization _____

Address _____ City _____ State _____ Zip _____

Telephone Number/s _____

7. List any gifts, callings, training, education, or other factors that have prepared you for teaching children: _____

8. Personal References: (not former employers or relatives)

Organization _____

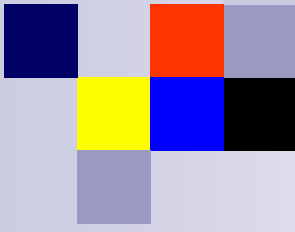
Address _____

Telephone Number/s _____

Organization _____

Address _____ City _____ State _____ Zip _____

Telephone Number/s _____



Planning and Organizing a Preschool Ministry

Confidential Volunteer Application Form (continued)

Applicant's Statement

This information contained in this application is correct to the best of my knowledge. I authorize references or churches listed in this application to provide information (including opinions) they may have regarding my character and fitness for working with children.

I release all such references from any liability for furnishing such evaluations, provided they do so in good faith and without malice. I waive any right I might have to inspect references provided on my behalf.

Should my application be accepted, I agree to be bound by the bylaws and policies of this church and to refrain from unscriptural conduct in the performances of my services on behalf of the church.

I further state that I have carefully read the foregoing release and know the content thereof and I sign this release as my own free act. This is a legally binding agreement which I have read and understand.

Applicant's Signature _____ **Date** _____

Witness _____ **Date** _____

Disclaimer: This form is solely for illustrative purposes. State and local laws may vary. **It is recommended that each church solicit the advice of an independent and qualified attorney.** LifeWay Christian Resources, Baptist Convention of Maryland/Delaware nor the Southern Baptist Convention assumes any liability for reliance on this form.

I will submit to reference check and/or criminal background check. Yes No

NOTE: This application will be field and locked in the care of the Children's Ministry coordinator.

Hygiene, Safety, and Security Resources For Church Preschool Programs

Compile by Kay Henry, 2005, Any commercial products or services listed are provided as information only, with no personal endorsements. To add helpful resources to this list, please contact kayhenry@prodigy.net

Hotlines

- ⇒ **Centers for Disease Control and Prevention Public Response Hotline:** 888-246-2675.
- ⇒ **Consumer Product Safety Commission Hotline:** 800-638-2772 or www.cpsc.gov/talk.html. Call or log on to report a dangerous product or product-related injury.
- ⇒ **Child Abuse Hotline:** 800-522-3511 (state line in Oklahoma).
- ⇒ **National Child Abuse Hotline:** 800-4-A-CHILD. Available 24 hrs. daily in 140 languages.
- ⇒ **Poison Control Hotline:** 800-222-1222. Nationwide number rings to center nearest caller.



Health and Hygiene

“ABC’S of Safe and Healthy Child Care” A handbook for Child Care Providers, 1996 edition. National Technical Information Service, 5285 Port Royal Rd., Springfield, VA. 22161. Place credit card orders at 800-553-6847 or download and print at www.ntis.gov publication #PB97104723 (joint project of Dept. of Health & Human Services, U.S. Public Health Service, & Centers for Disease Control & Prevention).

- **American Academy of Pediatrics:** www.aap.org. Provide helps, including ***“Parenting Corner”*** with material on children’s health topics; free children’s online health newsletter, and Visual Pediatric Infectious Care Pak, including ***“Managing Infectious Diseases in Child Care and Schools”***.
- **American Latex Allergy Association**, 3791 Sherman Rd., Slinger, WI. 53086; 888-972-5378, www.latexallergyresources.org. Provides archived articles on latex alternatives and allergy concerns.

Disclaimer: *From this page you can access links related to a variety of topics. Please keep in mind that listing these links by no means implies endorsement by the Baptist Convention of MD/DE of any organization or Website listed.*

Hygiene, Safety, and Security Resources For Church Preschool Programs (continued)

- **BabyCenter.com and ParentCenter.com:** These online websites provide free articles on baby and young child health, development, and safety issues (member of Johnson & Johnson companies). The Johnson and Johnson website is www.jnj.com which provides product information and resources, including bulk ordering information on variety of parenting booklets.
- **Clorox Child Care Center:** www.clorox.com/childcare. Provides cleaning and hand washing guides, etc.
- **Caring for Our Children, National Health and Safety Performance Standards:** Guidelines for *“Out-of-Home Child Care Programs”*, 2nd Edition (Publisher—American Public Health Association, January 15, 2002) #ISBN—0971568200. Comprehensive resource on health and safety recommendations.
- **Centers for disease Control and Prevention**, 1600 Clifton Rd., Atlanta, GA. 30333. 404-639-3311 www.cdc.gov. Provides A–Z lists of dangerous agents (including lead poisoning) disease and other threats, natural disaster preparedness, and health promotion resources etc...
- **Child Health Alert Newsletter**, P.O. Box 610228, Newton Highland, MA. 02461. 781-239-1762 www.childhealthalert.com. Evaluates latest developments affecting health and safety of children. Selected back issues on website, as well as, information on “hot topics”.
- **Children’s Defense Fund**, 25 E. St. NW, Washington, DC. 20001: 202-628-8787 www.childrensdefense.org. Provides information on children’s health and well-being engagement of faith communities in children’s issues, etc. Order publications at www.cdfwebstore.com.
- **Child Welfare League of America**, 440 1st St. NW, 3rd Floor, Washington, DC. 20001-2085. 202-638-2952 www.cwla.org. Provides support for the protection and welfare of children as well as free online newsletter and e-bulletins. Call 800-407-6273 for catalog and product orders.
- **DrGreen.com**, 900 Crow Canyon Rd., Suite 5220, Danville, CA. 94506. 925-964-1793. Provides free information on numerous childhood health and developmental issues. Dr. Alan Green, a pediatric expert, went online with his public service website in 1995.

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Hygiene, Safety, and Security Resources For Church Preschool Programs (continued)

- **LifeWay Church Resources:** One LifeWay Plaza, Nashville, TN. 37234, www.lifeway.com/childhood. Website provides archived articles (free) on numerous issues, including hygiene policies, screening procedures, preschool space guidelines, dangerous plants, and summer safety etc. Order publications from website, or call customer service at 800-458-2772.
- **Model Child Care Health Policies (revised 2002):** National Association for the Education of Young Children (NAEYC), 1509 16th St. N.W. Washington, DC. 20036, www.naeyc.org. Book provides comprehensive guidelines for child care programs. NAEYC provides numerous publications and resources on child development and education.
- **Teaching in Christian Weekday Early Education**, Pamela Boucher compiler (Nashville, TN—LifeWay, 1999). Training manual for individual or group study, chapter 16 provides guidelines on hygiene, safety and security.
- **Zero to Three:** National Center for Infants, Toddlers and Families, 2000 N. St. NW, Suite 2000, Washington, DC. 20036. 202-638-1144, www.zertothree.org. Non profit organization promoting policies, practices, and research for younger preschoolers. Offers A—Z parenting information, and publications etc. Provides excellent portion of website for military families, with articles such as: *“Coping During Uncertain Times”*, Statement...on *“How to Discuss Terrorism with Young Children”*, etc.

Safety and Preparedness

- ⇒ **American Association of Poison Control Centers, Inc.:** 3201 New Mexico Ave., Suite 330, Washington, DC. 20016. 202-362-7217 (administrative number) Hotline: 800-222-1222 www.aapcc.org. Important source for fact sheets, prevention tips, teaching aids, and location of area poison centers.
- ⇒ **American Red Cross:** www.redcross.org. Contact local chapter for first aid products, safety posters, and adult /infant/child CPR and First Aid training class schedules, as well as, HIV/AIDS fact Book. Log on to www.redcross.org/services/disaster/beprepared/supplies, for fact sheets on *“Shelter in Place”*, *“Short-Term Power Outages”*, *“ABC Emergency Preparedness Kits”*, *“Your Family Disaster Supplies Kit”* and information on tornadoes and hurricanes etc...

Hygiene, Safety, and Security Resources For Church Preschool Programs (continued)

Safety and Preparedness (continued)

- ⇒ **American Toy Institute, Inc.:** 200 5th Ave., Suite 740, New York, NY 10010. The ATI is the charitable foundation of the Toy manufacturers of American, P.O. Box 866, Madison Square Station, New York, NY. 10159. Write to the 5th Ave. address above to request copies of the **“TMA Guide to Toys and Play”** which provides toy safety and selection information.
- ⇒ **Back to Sleep:** 31 Center Dr., Room 2A32, Bethesda, MD. 20892. 800-505-CRIB www.nichd.gov/sids/sids.html. Information and materials to reduce risk of Sudden Infant Death Syndrome.
- ⇒ **Federal Emergency Management Agency:** 800-480-2520, www.fema.gov/areyouready. Provides preparedness information on earthquakes, fires, floods, hurricanes, mudslides, tornadoes, and wildfires etc. Article, **“Helping Children Cope with Disaster”** and **“Disaster Preparedness Coloring Book”** and **“Are You Ready? An in-depth guide to Citizen Preparedness”** provides the most current source on individual, family, and community preparedness available. An online 8 hr. course, **“Multi-Hazard Emergency Planning for Schools”** is available at www.training.fema.gov/EMIWeb/IS/is363.asp.
- ⇒ **Handbook for Public Playground Safety, (revised 1997):** Consumer Product Safety Commission, Washington, DC. 20207. 800-638-2772, www.cpsc.gov/cpsc/pub/pubs/325.pdf, print free. Also, **“Public Playground Safety Checklist”** www.cpsc.gov/cpsc/pub/pub/327.html.
- ⇒ **International Playground Equipment Manufactures Association (IPEMA):** 1924 2nd St., Harrisburg, PA. 17102. 888-944-7362, www.ipema.org. Provides safety certification for public play equipment and surfacing. Archived articles available on playground safety issues.
- ⇒ **Juvenile products Manufacturers Association:** JPMA Public Information, 15000 Commerce Pkwy, Suite C, Mt. Laurel, NJ. 08054. 856-638-0420, www.jpma.org. For free brochure, **“Safe and Sound for Baby, A guide to Baby Product Safety, Use, and Selection”** send self-addressed stamped envelope. Brochure also available at www.jpma.org/consumer/safesoundbabybrochure.



Hygiene, Safety, and Security Resources For Church Preschool Programs (continued)

Safety and Preparedness (continued)

- ⇒ **Lead Free Kids:** 610 S. 200 East, Room 223, Salt Lake City, UT. 84111: 801-534-4558, www.slchealth.org/leadfreekids.html. Provides resources on lead poisoning (in English & Spanish) as well as free brochure, *“Child Care Checklist: How to Make Your Child Care Setting Lead-Safe”*.
- ⇒ **National Weather Service:** www.nws.noaa.gov. Provides current weather, forecasts, and warnings by state, county and city locations. Also provides weather safety recommendations. Check your local TV station website for availability of severe weather email alerts and area school closings due to weather.
- ⇒ **Pedicraft Crib** (metal-frame crib with safety features): LifeWay Church Sales, 800-622-8610, www.lifewaystores.com/churchsales. Request catalog at 800-448-8032.
- ⇒ **Perfectly Safe:** An online source for Safety First Choke Tester (designed by CPSC to check toy choking hazards), www.shop.store.yahoo.com/perfectlysafe/chokestester.html. Catalog of child safety products also available at Perfectly Safe, 700 Whipple Ave., North Canton, OH. 44720. 800-898-3696, www.perfectlysafe.com.
- ⇒ **Preschool Model Classroom Booklet:** Mississippi Baptist Convention Board, P.O. Box 530, Jackson, MS. 39205-0530. 601-968-3928 print free. Other resources available free by mail, including *“Steps to Take to Protect Mississippi’s Children” (includes child protection policies)*.
- ⇒ **Save-A-Tooth:** Emergency tooth preserving system, Phoenix-Lazerus, Inc., 18 S. Roland St., Pottstown, PA. 19464. www.save-a-tooth.com. System to store and preserve knocked-out teeth for 24 hours to permit replanting and repair.
- ⇒ **ReadyAmerica:** U.S. Department of Homeland Security: 800-BE-READY, www.ready.gov. Provides most current recommendations on emergency preparedness, including natural disaster, nuclear blasts, explosions, radiation, and chemical/biological threats. Also provides emergency kit suggestions regarding water, food, clean air, first aid kit, and supply checklist etc.
- ⇒ **VaccinePlace.com:** Provides information on vaccine safety, easy link to CDC for most recent immunization schedules. Website provided as a service by Sanofi Pasteur, Inc.

Hygiene, Safety, and Security Resources For Church Preschool Programs (continued)



Security And Risk Management

- **Church Administration: “Creating Efficiency for Effective Ministry”**, by Robert Welch (Nashville, TN.: LifeWay Press, 2005 #ISBN–080543160). Assist pastors and other church administrators in leading and managing in areas of personnel, resources, risk management, etc.
- **“Church Guide to Employment Law”, 2nd Edition**, by Julie Bloss (Christian Ministry Resources). 800-222-1840, www.ChurchLawToday.com
- **ChurchLawToday.com**: 800-222-1840. Paid membership required for email newsletter and online seminars. Extensive legal, tax, and risk management resources for every level of church leadership. Pre-employment screening and background checking service available (ScreenNow and ChoicePoint partnership at www.screenchurchstaff.com).
- **Law and Church Newsletter**, *Center for the Study of Law and the Church*, Cumberland School of Law, Samford University, Birmingham, AL. 35229-7015, 800-888-7303.
- **Microframe Corporation**, 606 S. 12th St. P.O. Box 1700, Broken Arrow, IK. 74012. 800-635-3811, www.microframecorp.com. Sells visual and vibrating multi-pageing systems and more. Also sells “Take-A-Number-Tickets”.
- **National Alert Registry**, 2607 S. Woodland Blvd. #309, DeLand, FL. 32720-7001. 386-736-3881, www.nationalalertregistry.com. Provides zip code search capacity to identify sexual offenders in communities, based on requirement of Megan’s law for sex offenders to register with local police departments.
- **Nexus Solutions**, P.O. Box 165, 3440 Youngfield St., Wheat Ridge, CO. 80033. 888-639-8788, www.nexus-solutions.com. Security products include the following:
 1. **Good Shepherd Program**: Tools to Protect Your Church by Preventing Child Abuse.
 2. **SafeScreen**: Screening and Selection Tools for Personnel Managers and Volunteer Coordinators.
 3. **Nexcheck background Checking Services for Volunteers and Employees**. Five levels of checks available, identity verification, address history, statewide criminal history, sex offender registry check, national criminal database history.

Hygiene, Safety, and Security Resources For Church Preschool Programs (continued)

Security And Risk Management (continued)

- **NLS Specialties, Inc.**, P.O. Box 1877, Kennesaw, GA. 30156. 770-422-7867, www.nlsspecialties.com. Sells "**Kiddie Keepers**" security tags and other systems, including stickers cards bracelets and tokens. Also sells emergency evacuation backpacks, diaper bag tags, smocks, teacher appreciation gifts, custom imprint etc.
- **Oklahoma Baptist Protecting Children:** A Plan for Protecting Preschoolers and Children in Oklahoma Baptist Churches, Phase II, Preschool/Children's Ministry, Baptist General Convention of Oklahoma, 3800 N. May, Oklahoma City, OK. 73112. 405-942-3800 ext 4648. www.bgco.org/resources/protecting-children-phase-II.pdf. This 16-pg booklet is available on the website and includes information on child abuse prevention policies, church response to abuse allegations, criminal history checks, sample employee and volunteer application forms, consent forms, etc.
- **Protecting Our Church and Children:** *What Church Leaders Must Know*. Preschool and Children Ministry, Baptist State Convention of North Carolina, P.O. Box 1107, Cary, NC. 27512-1107. 919-467-5100, www.bscnc.org. Print 32 page booklet free from website or order. Includes information on safety, security, hygiene, policies, sample forms, etc. **Risky Business!** A Legal and Policy Guide and 81 page booklet also available online. Ordering information at www.bscnc.org/christianleadership/financialanddlegal.
- **Protection Series:** 14 free booklets on liability risks. Church Mutual Insurance Co., P.O. Box 357, 3000 Schuster Lane, Merrill, WI. 54452. 800-554-2642, www.churchmutual.com. Series include child abuse prevention, fire safety, playground safety, transportation, etc. Free sample screening and consent forms also on website, as well as, several free videos and **Reducing the Risk II Kit**.
- **Safe Place:** "*Guidelines for Creating an Abuse-Free Environment*" (with CD-ROM) Mary Parker (Christian Publications, Inc. 2002) #ISBN-0875099793, www.christianpublications.com. Provides employee/volunteer screening procedures and forms, infectious diseases polices, etc.
- **Safe Sanctuaries:** "*Reducing the Risk of Child abuse in the Church*", by Joy Melton (Nashville, TN. Discipleship Resources, 2004) #ISBN-0881772208. Outlines strategies for church-wide plan to recruit, screen, and hire workers. Includes sample polices and forms.

Hygiene, Safety, and Security Resources For Church Preschool Programs (continued)

Security And Risk Management (continued)

- **Sexual Predators and Sex Offenders National Online Registry:** www.sexualpredators.com. Provides link to State of Oklahoma Sex offender Registry website (maintained by the Oklahoma department of Corrections) as well as, links to all other states, to enable searches (employee screening purposes).
- **Sexoffender.com:** P.O. Box 91162, Anchorage, AL. 99509-1162. Provides links to each state's free offender data base. Code Amber Child DNA ID Kits available for parents to order. Or, you may do your own Google search by entering, for example, "Maryland sex offenders", this connects you to the free sex offender database for that State, or any other stat you designate.
- **Shelby System, Inc.:** 51 Germantown Court, Suite 300, Cordova, TN. 38018-7277. 800-977-0222, www.shelbyinc.com/. Security software module, "Check-in" features touch screen check-in bar coded ID badges read by slot or hand-held readers, networked check-in stations, management of information on each child (name, allergies, feeding, sleeping, parent information, etc. Requires significant hardware.
- **Small Matters:** Arkansas Baptist State Convention, P.O. Box 552, Little Rock, AR. 72203. 501-376-4791 ext 5128. www.absc.org/ecgt/small.pdf. Content includes policies, job descriptions, space and equipment checklist, hygiene guidelines, security systems, sample application form, and release form.
- **Staff Screening Tool Kit, 3rd Edition**, by John C. Patterson (Washington DC, Nonprofit Risk Management Center, 2004). #ISBN-1893210189. Address for NRM is 1130 17th St. N.W., Suite 210, Washington D.C. 20036. 202-785-3891, www.nonprofitrisk.org. Website provides archived articles and e-newsletters free to nonprofits. Variety of seminars available for a fee.
- **United States Investigation Services (USIS):** 800-331-9175, ext 242. Contact person, Patricia Wilburn, email patricia.wilburn@usis-csd.com. LifeWay Christian Resources has negotiated background check services with USIS for all SBC entities at discounted pricing structure.
- **Weekday Early Education Administrative Guide**, by Bob Couch and Lois Gamble (Nashville, TN., LifeWay Press, 2000) #ISBN-0663003964. Comprehensive guide includes policies and guidelines for safety, security and hygiene, along with sample employee screening forms, etc.

Hygiene, Safety, and Security Resources For Church Preschool Programs (continued)

Child Abuse Prevention Organizations

- ⇒ **Childhelp USA:** 15757 N. 78th St. Scottsdale, AZ. 85260. www.childhelpusa.org. Provides research on abused and neglected children, as well as, information on treatment and prevention.
- ⇒ **National Children's Advocacy Center:** 200 Westside Square, Suite 700, Huntsville, AZ. 34801. www.nationalcac.org. Provides free electronic newsletters published twice annually addressing child abuse issues. Archive of back issues.
- ⇒ **National Clearinghouse on Child Abuse and Neglect Information:** 330 C St. SW, Washington D.C. 20447. 800-FYI-3366. www.nccanch.acf.hhs.gov. Sponsored by the U.S. Department of Health and Human Services Office on Child Abuse and Neglect. Provides fact sheets in English and Spanish and two free monthly email newsletters: "Clearinghouse E-lert" and "Children's Bureau Express".
- ⇒ **Prevent Child Abuse America:** 200 S. Michigan Ave., 17th Floor, Chicago, IL. 60604-2404. 800-CHILDREN or 312-663-3520. www.preventchildabuse.org. Nationwide network of chapters and local affiliates in 39 states. Implements direct service programs in hundreds of communities.
- ⇒ **Parent Anonymous, Inc.:** 675 W. Foothill Blvd., Suite 220, Claremont, CA. 91711. 909-621-6184, www.parentsanonymous.org. Helps parents break the cycle of abuse. Groups meet in community centers, churches, schools, housing projects, shelters and prison. Operates 24 hour hotline.



BAPTIST CONVENTION OF MARYLAND / DELAWARE



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