



Welcome

to you and your family

Thank you for entrusting your child to us. With God as our center and parents as our partners, our ultimate goal is to come alongside you and begin to plant the seeds of faith in the hearts and minds of our youngest children. Our preschool and nursery are here to serve you and your child so that you can participate in the multitude of events that take place here at Fairhaven. Please let us know how we are doing.

We hope that this handbook will convey our commitment to care for, guard and protect your precious masterpieces of God's creation. Our knowledgeable, loving and qualified room leaders and caregivers will cradle, cuddle and comfort your children, and our security policy will ensure their safety. Please assist us in reaching these goals by taking time to review and understand our policies. If you ever have any questions or suggestions, please don't hesitate to let us know.

Once again, welcome to Fairhaven. We look forward to meeting and serving the needs of your family.

Smiles and blessings,

Seedlings & Sprouts Team



THE INFORMATION DESK

Children's Information Desk

This desk is located in the Atrium of the church, near the large yellow submarine. If you are a first time visitor or not on our permanent roster, please make this your first stop. This is where visitor tags can be issued, questions can be answered and you can find someone to show you around.

Preschool Information Desk

Located on the first floor of the building close to the nursery, this is where you can go for information about all things "early childhood." Our gracious Fairhaven volunteers can answer your questions about classes and events, escort you to specific preschool or nursery classrooms, assist you with badges if you do not have your barcode or simply offer you a warm and welcoming greeting. This desk is open during all services on Sundays.



*For more information
contact Cindy Tuttle,
Director of Early Childhood
at 937 434 8627 ext. 146
or ctuttle@fairhavenchurch.org*



ALLERGY AND SPECIAL NEEDS ALERT

Please be sure that our childcare supervisor or the room leader is informed of your child's allergies or any special conditions that may require intervention or special precautions. Large red allergy stickers, found at each computer check-in kiosk and information desk, should be placed on every child with any type of special condition every time they come to Fairhaven. These guidelines will help to ensure your child's safety during his/her time with us.

DROPPING OFF YOUR CHILD

The safety and security of children is of the utmost importance to us at Fairhaven Church. Because of this, a secure, computerized check-in system is in use. Each child in the system receives a printed name tag each time they attend any of the classes or events at our church. Along with the child's name, the tag will list the child's room assignment and a unique alpha-numeric code. Parents will also receive a tag with the identical alpha-numeric code that will serve as identification when picking up their child.

First Time Visitors

If your child has never attended any of our classes, please go immediately to our Children's Information Desk, located by the large yellow submarine in the Atrium. There you will be greeted and registered by one of our Fairhaven volunteers. Both you and your child will receive special visitor badges for the day. Please follow this process each week until you make the decision to be added to our permanent roster.

Regular Attendees

Once you have decided to have your child become part of our permanent roster, you will receive barcode cards to speed up the check-in process. You will be able to scan your barcode at any of the check-in stations located in the Atrium or in the Preschool/Nursery area, and then follow the simple step-by-step instructions to have your tags printed for the day. The printer will print out one tag for your child to wear on his/her shirt, one alpha numeric tag for parents to use as a pick-up receipt and as many additional tags as you would like to place on personal items (*i.e. diaper bags, bottles, etc.*) If you are on our permanent roster and forget your barcode card, you can go to the Preschool Information Desk on the main level or the lower level (Elementary) Children's Information Desk and see any of our team members who will assist you with check-in.

SECURITY ASSURANCE POLICY

Believing that God has entrusted us with the responsibility of caring for children, security is a priority for our preschool and nursery area:

- All children using our Preschool/Nursery area must sign in at one of our secure, computerized check-in stations and place their pre-printed badges on the back of their garment.
- Corresponding alpha-numeric badges will be printed for parents to use when picking up their child/children.
- Please be sure the class roster is filled out to let us know where you will be.
- Our nursery coordinator or childcare supervisor will monitor visitors to the area at all times.
- No one other than a parent/guardian should pick up any child. In addition, this parent should have the alpha-numeric sticker that was printed when the child was checked in.
- Please be sure that pre-printed stickers or luggage tags are placed on all personal items that are left with your child.
- The “Two Caregiver Rule,” referred to in this booklet, means that at all times there will be at least two caregivers with any group of children in our care.
- We request that once parents have dropped off their children, they do not re-enter the classroom unless there is an emergency. Instead, please use the one-way glass to observe your child and assure yourselves that they are adjusting to their new surroundings.
- If you come to our Preschool/Nursery area with a stroller, please park it along the wall in the nursery lobby rather than trying to get it down the usually crowded classroom hallways.

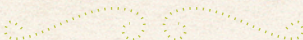





WHAT IF MY CHILD NEEDS ME?

We want parents to have peace of mind while their child is in our care during worship services, so we have created a special notification system that can be used to alert parents if their child needs them. Here is how it works:

- Parents will be sent a text message stating “Fairhaven nursery/preschool needs you to return for ... (name of your child).”
- Please be sure to confirm your current cell phone number each time your child is dropped off.
- In addition, please don't forget to set your phone to vibrate only and keep it close by.



We want parents to
have peace of mind
while their child is
in the nursery.



If your child is upset or unhappy, here is what we do:

- Try to comfort and soothe him/her for up to ten minutes.
- If your child is still upset after that period of time has passed, you will be notified through our texting notification system or by having someone from our team locate you.
- If your child is upset and we do contact you, we ask that you not give up on bringing him/her to the nursery! It can sometimes take a few visits for a child to get acquainted with the new environment.
- Please trust that we will provide extra care and attention to your little one until he/she is more comfortable. We have had great success in the past winning over little ones with our love and attention!

GENERAL POLICIES

The nursery opens 15 minutes prior to the first worship service and other events that offer childcare.

In general, children ages birth-3 are accepted in the nursery during Sunday morning services.

Children older than three are invited to attend preschool classes.

Childcare is available, ages birth-kindergarten, for other pre-registered ministry events (*Bible studies, support and sports ministries, choir, etc.*) as well as for special corporate worship events (*Thanksgiving, Maundy Thursday, etc.*) and events not held on Sunday mornings.

Parents **MUST** remain on the church premises while their child is in our care.

Parents must sign children in using our secure, computerized check-in kiosks or by going to the Children's Information Desk in the Atrium for visitors' badges.

Printed badges, available from our computerized check-in kiosks, should be placed on all personal belongings; this helps to ensure that items are returned home and that children do not share personal items.

We make every effort to keep children's items together. If we do not return an item that belongs to your child, please ask one of our childcare volunteers or leaders.

Please be sure to provide diapers, wipes and a change of clothes for all children currently requiring these items.

If your child is not 100% potty-trained, please put him/her in a pull-up for the time he/she is with us. This will help greatly if he/she has an "accident" in this new setting.

Toys from home are not encouraged as they tend to be difficult to share and get lost among our other toys.

Parents should pick up their child/children promptly after the worship service or event they have been attending.

During the winter months, events may be cancelled due to severe weather. Please check our website or your local television station for announcements about cancellations. You can also call the main church number (937) 434-8627 with questions. Announcements for morning events will be made by 7:00 AM and for evening events by 3:00 PM.

FOOD POLICY

Infants will be fed formula, milk, juice or water in bottles provided by parents. Parents must provide these bottles pre-mixed and ready to go, if needed.

A refrigerator will be provided to keep bottles fresh. Warming instructions, if any, should be conveyed to the nursery coordinator, room leader or childcare supervisor and listed on the sign-in sheet in the designated classroom.

Please send only plastic bottles in diaper bags and remember to print name tags or use pre-made labels from home for all additional items left with your child.

Medications **CANNOT** be administered by any nursery volunteer or childcare worker; please do not place any medications in your child's bag.

During Sunday services and other weekday events, dry cereal and water will be offered to children.

Please be sure that your child has a food allergy sticker, if applicable, and that you discuss your child's condition with the room leader or our childcare supervisor prior to leaving him/her in our care.

If your child is left in our care for more than one service and you wish to provide him/her with a snack or meal, please come to the nursery and take your child to a separate area.

Meals/snacks from home are not encouraged as they pose a possible allergy or health threat to other children.

Facilities are available in designated areas for nursing moms. Please speak to a nursery volunteer or childcare worker for more information.

All surfaces and rooms where food may be served are kept clean through regular use of non-toxic, disinfectant spray.



HEALTH POLICIES


It is our prayer that all of our children are healthy at all times. Unfortunately, this is not always the case. If your child displays any of the symptoms or conditions listed below, we would greatly appreciate your cooperation and consideration in not bringing him/her to our Preschool/Nursery area. We understand that this may cause your family to miss worship or another church event, but it also helps ensure the health of your child and others:

- Temperature of 100 degrees Fahrenheit or higher
- Diarrhea/vomiting (especially within the previous 24 hours)
- Unexplained infected skin patches, unusual spots or rashes
- Evidence of head lice, scabies or other parasitic infections
- Bacterial, fungal or viral infections (RSV, strep, flu, common cold, ringworm)
- Discoloration of skin or eyes or discharge from the nose or eyes, other than clear
- Severe coughing/wheezing/difficult or rapid breathing

These guidelines apply to everyone. If your child develops a fever or any of the other symptoms of illness while in our area, he/she will be separated from the other children and you will be contacted to come and take him/her home

We **CANNOT** administer any medications to children attending our nursery or childcare.

If your child develops an infectious disease (*chicken pox, pink eye, etc.*) after he/she has been in our Preschool/Nursery area (including the indoor play area), we would appreciate you contacting our nursery coordinator or childcare supervisor to let them know so other parents can be alerted.



When minor accidents occur, the staff will handle the situation until parents arrive. The parents will be contacted using our texting notification system. Please be sure we know where you are in our building when you drop off your child so that we can find you as quickly as possible should an emergency occur.

Attending staff will be responsible for filling out a Fairhaven Injury Report when any accident has occurred. These forms will be completed when any of the following has happened:

- Illness, accident or injury requiring first aid treatment of any kind
- Bump or blow to the head
- Emergency transportation to the closest hospital
- Unusual or unexpected event that jeopardizes the safety of any child or staff member

In the case of medical emergencies, every effort will be made to contact the parents. If immediate attention is needed and parents cannot be reached, 911 will be called and the child will be transported by ambulance to the nearest hospital.

CLEAN & SAFE

We want to make sure that your child has a safe and sanitary environment here at Fairhaven.

- The “Two-Caregiver Rule” will be in effect at all times to ensure the safety of all children and caregivers. Children are **NEVER** left unattended for any reason.
- General cleaning, disinfecting and carpet cleaning are done on a regular basis by Fairhaven’s facilities staff and outside businesses.
- All toys and linens are washed regularly.
- Diaper changing for babies and toddlers must be done by a nursery volunteer or childcare worker in the sight of at least one other volunteer or worker. Preschoolers who need assistance in the bathroom will be assisted by a leader/teacher in the sight of another teacher/leader. The door to the diaper changing area and/or the bathroom should remain open or ajar at all times.
- We use disposable paper coverings on all changing tables that are discarded and replaced after each use. These areas are also sanitized after each use.
- Disposable gloves are worn by all caregivers and disposable wipes are also used with each diaper change.
- Soiled diapers are disposed of in plastic-lined receptacles that are covered and inaccessible to children.
- All diaper containers are emptied and cleaned after each session.
- Hand washing is a must before and after all diaper changes and as needed when in contact with the children.



- Fire, severe weather and other emergency exit plans and policies are in place and clearly posted in all areas. These policies and procedures are reviewed and discussed on a regular basis with all staff, coordinators, and caregivers. “Fire” ropes are available in each classroom to assist caregivers in gathering and exiting the building in the case of any emergency. Children grab on to the rope and follow their caregiver to the designated safe spot, located in the back of the church near the large garage.
- First Aid kits are available in the Preschool/Nursery area, at the Preschool Information Desk, the Children’s Information Desk and the Welcome Desk in the Atrium.
- Children **WILL NOT** be released to parents while an emergency exit is in progress. Instead, once all children have been accounted for, the children will be released from our designated safe spot.



**A minimum of two caregivers will be required in all rooms. The Two Caregiver Rule is always in effect. Staff/Child Ratios may be kept lower at the discretion of the Nursery or Childcare Coordinator.*



age staff / child ratio*

Infants 6 weeks-9 months  / 

Infants 10-18 months  / 

Toddlers 19-35 months  / 

Children age 3 - kindergarten  / 


CLASSROOM MANAGEMENT POLICIES

The behavior of children while in the Preschool/Nursery area will be managed in a manner that will protect and encourage the children's independence, creativity and ability to mature and be nurtured in the growing knowledge of God's love.

Every loving attempt will be made to soothe a crying infant or child. In the event that the infant or child continues to cry inconsolably, the parent will be notified to assist.

Children will always be encouraged to follow the directions given by the caregivers and teachers. As very special members of God's kingdom, we know that young children are active, curious and social. When children behave in inappropriate ways, our staff will make every effort to redirect them. Here are some strategies that we use:

- Telling them to "Give a hug instead of a hit"
- Encouraging the use of words (if able)
- Modeling positive ways to solve problems
- Separating children who are disagreeing
- Providing extra attention and close proximity
- Redirecting
- Shadowing
- Gently guiding and correcting



"Train up a child in the way he should go; and when he is old, he will not depart from it."

Proverbs 22:6



- Offering quiet, calming alternative activities (*puzzles, books, etc.*)
- Seeking the cause of the problem (*hunger, tiredness, being overwhelmed, etc.*)
- Showing love to all the children, reassuring them that no matter what they do or say, caregivers and, most of all, Jesus loves them
- Letting children know that we are not upset with them, but with their actions
- Providing a loving, non-shaming time-out inside the classroom with full supervision if the behavior continues (*for repeated inappropriate actions*)
- As a last resort, calling parents to come into the room and assist or remove the child if they are a danger to themselves or others





REGISTRATION GUIDELINES


Sunday morning nursery care during regular worship services is provided for children from six weeks through age three. Childcare is also provided for special worship services that take place during the year (Thanksgiving, Maundy Thursday, etc.). For special corporate services, childcare is available for all children ages six weeks-kindergarten. There are NO reservations needed for Sunday nursery care or childcare during special worship services.

At all other times, we ask that parents please register for childcare **no later than seven days prior to the event**. This can be done as part of your online event registration. Once you have registered yourself for an event, you will be able to register your child for childcare, if offered. You can also call our childcare hotline at (937) 434-8627 ext. 145 or email us at childcare@fairhavenchurch.org.


If you choose to register via the childcare hotline or email, please provide: your name, your child's name and age, your contact information and the name and date of the event you are attending, as well as any pertinent allergy or special needs information

Should you attend an event without a reservation, we will accept your child only if space is available. For the safety of your children, those without reservations cannot be accepted into the nursery/childcare area where space is unavailable. There is a maximum capacity for each room based upon the ages of the children, the size of the room and the number of available caregivers. (*See page 11 for specific ratios.*)

In order to cover the costs of childcare for outside of worship/ministry events, we collect a nominal Annual Family Childcare Fee. This one-time fee covers the cost of all childcare that a family uses throughout the year (September-August). This fee can be paid any time during the year at fairhavenchurch.org/register.



Always make
your childcare
reservations
in advance



Cancellation of Reservations

It is imperative that Fairhaven's Childcare be notified as soon as possible, if a child/family plans to be absent or plans to withdraw their child from care for an event. This will allow us to adjust our staffing accordingly and remain good stewards of the church's resources.

If a child will not be using the childcare that his or her parents have reserved, please call the Childcare Coordinator at (937) 434-8627 ext. 145 or email us at childcare@fairhavenchurch.org at your earliest convenience. Please include the following information in your message:

- Name of child/children for whom the reservation was made
- Event, date and time for which the reservation was made
- Parent name(s)
- Contact phone number and/or email address

Please note that if your child has been absent, without notification, more than two times in a row for a childcare reservation, your child will be dropped from our roster. A new reservation must be placed, through our Childcare Coordinator, should you desire to resume care for your child.

Be sure to cancel
your childcare
reservation if you
cannot attend.



