

First Baptist Church
of Colbert Heights



PRESCHOOL MINISTRY APPLICATION-QUESTIONNAIRE FORM

(PLEASE COMPLETE FORM IN FULL, LEAVING NO BLANKS)

FBCCH, 6000 Woodmont Drive, Tuscumbia, AL 35674 256-383-8016

Name: _____
Last First Middle

Address: _____
Street City Zip Code

Number of years at this address _____. If less than 5 years, list previous address below.

Address: _____
Street City Zip Code

Telephone Number: _____
Home Business

Current Occupation: _____

Place of employment: _____

Social Security Number: _____

Driver's License Number: _____ Expiration Date: _____

Marital Status: Married Single Divorced Widow Spouse's Name _____

Name(s) of your child(ren): _____ Birthdate: _____

_____ Birthdate: _____

_____ Birthdate: _____

Name of others living in household: _____ Relationship: _____

_____ Relationship: _____

Emergency Contact: _____
Name Phone Relationship

Do you have a personal relationship with Jesus Christ? _____

Please briefly explain: _____

When did you begin coming to FBCCH? _____ Are you a member? _____

If not, are you planning on becoming a member? _____

Have you attended or are you currently attending a membership class? _____ a small group? _____

Sunday School? _____ (name of Sunday School) _____

What church service do you attend regularly? _____

What area of children's ministry are you interested in? _____

Please list your hobbies/interests: _____

Please list other churches you have attended in the past five years:

| Name of church | Phone | Contact person |
|----------------|-------|----------------|
|----------------|-------|----------------|

| | | |
|----------------|-------|----------------|
| Name of church | Phone | Contact person |
|----------------|-------|----------------|

| | | |
|----------------|-------|----------------|
| Name of church | Phone | Contact person |
|----------------|-------|----------------|

List any gifts, training, education, or other factors that have helped you prepare to work with children.

REFERENCES: (Two Minimum)

Name: _____ Phone Number: _____

Address: _____ Relationship: _____

Name: _____ Phone Number: _____

Address: _____ Relationship: _____

Name: _____ Phone Number: _____

Address: _____ Relationship: _____

Have you ever been...?

Convicted, plead guilty to, or have pending charges of using or selling drugs? _____

Convicted, plead guilty to, or have pending charges for DUI? _____

Convicted, plead guilty to, or have pending charges of child abuse or neglect? _____

Required to register with the state for any criminal or sexual offense? _____

Hospitalized or treated for alcohol or substance abuse? _____

Arrested for a criminal offense other than minor traffic violation? _____

Sexually or physically abused as a minor? (optional) _____

If you have answered yes to any of the above, please explain or write that you would prefer talking with one of our staff.

Are there any reasons involving your lifestyle or in your background that would create doubts that you can be entrusted with the care and leadership of children? _____

If yes, please explain: _____

Please describe yourself in three or four sentences: _____

APPLICANT'S STATEMENT

The information contained is correct to the best of my knowledge. I authorize any references, churches, or organizations listed in this application to give you information they may have regarding my character and fitness for children/youth work. I release all such references from my liability for any damage that may result from furnishing such evaluations to FBCCH. I agree to have my fingerprints taken and understand that a criminal background check will be submitted. I release FBCCH from all liability and damages that may occur from the results of this information. I understand that personal information will be held confidential by the professional church staff.

Applicant's Signature _____ Date _____

RECORDS REQUEST AUTHORIZATION FORM

APPLICANT'S STATEMENT

I authorize any references, churches, or organization to give you information they may have regarding my character and fitness for children/youth work. I release all such references from my liability for any damage that may result from furnishing such evaluations to First Baptist Colbert Heights. I agree to have my fingerprints taken and understand that a criminal background check will be submitted. I release FBCCH from all liability and damages that may occur from the results of this information. I understand that personal information will be held confidential by the professional church staff.

Name _____ Date _____

Signature _____

First Baptist Church
of Colbert Heights



Additional Preschool Ministry Guidelines
Leaders, Workers and Volunteers

(May or may not be included in the General Policies and Procedure Guidelines)

- All ministry department personnel are required to wear name tags properly identifying themselves as an official preschool leader or volunteer. All ministry department personnel must register each time they are involved in a classroom activity by initialing the worker sign-in sheet.
- All ministry department personnel will assist in carrying out the mission of First Baptist Church Colbert Heights. Volunteers are responsible for providing a safe, secure, and enjoyable time for the children in their care, as well as fellow ministry volunteers.
- All ministry department personnel must be faithful, committed members of FBCCH.
- All ministry department personnel, teachers, leaders, workers and volunteers are required to be on time, arriving a minimum of ten minutes prior to service time.
- All ministry department personnel are required to dress in a manner that is comfortable while being respectful of the ministry, FBCCH, and the kingdom of God. All clothing that has a logo or phrase should be appropriate and set a positive role model for leaders, parents, children and other reflecting a Christian lifestyle.
- All ministry department personnel are expected to keep their commitment when scheduled to work or serve in the ministry department. In case of unavoidable absence, it will be the responsibility of the worker or volunteer to secure his or her own replacement. Replacements can only be selected from a qualified list of trained preschool volunteers. A list of approved workers will be submitted to each ministry volunteer. Failure to secure replacements may result but not be limited to: a verbal reminder, a written notification, suspension, or dismissal from the ministry program deemed appropriate by a staff or ministry leader.
- All ministry department personnel may be subject but not limited to criminal background checks.
- All ministry department personnel must be accompanied by another unrelated adult when in the presence of children other than their own.
- As required by state law, ministry department personnel are required to report indications and signs of child abuse or neglect to a staff or ministry leader.
- Under no circumstance is the parent or legal guardian to leave campus, even while children are under the supervision and care of the Preschool Ministry Department. If a parent or guardian are required to go off premise, they must sign their children out from the FBCCH Preschool Ministry Department.
- Under no circumstance will any preschool worker or volunteer administer medication without the written consent of the parent or legal guardian.
- Under no circumstance will any preschool worker or volunteer administer corporal punishment of any kind for any reason.
- Under no circumstance will any physical contact with private areas of any child occur, with the exception of diaper changing. Diaper changing will be completed on the changing tables in proper view.
- No photography, audio, or video taping of any child is allowed without the written consent from each child's parent or legal guardian. Authorization forms are available for permission by contacting a staff or ministry leader.

*First Baptist Church
of Colbert Heights*



**PRESCHOOL MINISTRY POLICIES AND PROCEDURES
Adapted and Approved 2008**

*First Baptist Church Colbert Heights
6000 Woodmont Drive
Tuscumbia, AL 35674
256-383-8016 Ext. 222*

Worker Policy and Procedures

Leader/Worker Requirements

Each person in the Preschool Ministry Department must have a "Preschool Ministry Application-Questionnaire Form" completed and approved by a staff or ministry leader on file at FBCCH.

I. General Policy Involving FBCCH Adult/Child Interaction

- A. All adult/child interactions must include three people: two unrelated adults for any size group of children. For example, when you have only one child or more in your classroom, two adults must be present at all times. The one exception being that a child may be one-on-one with her parent or guardian.
- B. There is to be no corporal punishment of any kind for any reason (e.g. spanking, pinching, raised voices, etc.)**
- C. There is to be no physical contact with "private parts" of any child, with the exception of diaper changing. All diaper changing will be done in the classroom on the changing table in full view of everyone present.
- D. Parents are to be notified and an "Incident Report" is to be completed as soon as possible in the event that an accident has occurred in the classroom. Parents should sign the "Incident Report" and a copy is to be given to them when they pick up their child. The additional copies of the "Incident Report" are to be turned in to the administrative ministry office at the end of the program.
- E. There is to be no photography or audio taping of any child without written permission from each child's parent/guardian. This authorization must be kept on file with the ministry department.
- F. All leaders/workers must have a completed background check on file that has been approved by a staff or ministry leader before assuming responsibility and care of the children. A background check includes, but is not limited to, a signed adult worker policy, and a Children's Ministry Application-Questionnaire Form.
- G. All leaders/workers must register each time they are involved in a classroom activity by Initialing the sign-in sheet in the classroom or department where they are working.**

II. Preschool Department Policy

- A. Each child is to be signed in with a claim voucher identification tag attached to the child's garment when left in the care of the leaders/workers at FBCCH. **No child may be picked up without the matching claim voucher turned in by an authorized person.**
- B. No person under the age of 16 is allowed to pick up, carry or take any child out of the classroom. Only authorized persons whose names appear on the child's authorization form will be allowed to pick up, carry, or take any child out of the classroom. Workers are not to "assume" permission.
- C. There must be two adult leaders/workers present at all times during the changing of any child's diaper and when assisting a child in the bathroom.
- D. There can be no outside food or drink brought into the classroom for the adult leaders/workers.

III. Wellness Policy

- A. Any child with any of the following symptoms will not be allowed to participate with the other children. If a child should develop any of these symptoms while in a program, the parent/guardian shall be notified and the child will be picked up in a timely manner.
 - 1. Fever over 98.6 oral or 99.6 rectal. (*Fever is associated with illness and is not associated with teething.*)
 - 2. Vomiting in the last 24 hours.
 - 3. Diarrhea in the last 24 hours.
 - 4. Skin rashes or eruptions of unknown origin, including but not limited to: impetigo, measles, chicken pox, or so forth. If your child contracts any of these or another contagious illness, please notify the Preschool Department at 256-383-8016, etc. 222. If no answer, please leave a detailed message with the voice mail system.
 - 5. Persistent coughing associated with respiratory infection, including cold, bronchitis, and so forth.
 - 6. Runny nose with a yellow-or green-colored discharge, or congestion associated with a cough or fever.
 - 7. Conjunctivitis (pink eye) that may also have a colored discharge or drainage.
 - 8. Parasites, any form of lice, mites, or ringworm. These aren't common, but when present are very contagious.
 - 9. Inhalers will be kept at the check-in area, which is always supervised by a responsible adult. A note of permission to administer the medication in an emergency is completed and kept on file. Every effort to contact the parents will be made prior to the staff administering any medication.

NOTE: Except as noted above, the parent of the child is the only one allowed to administer any form of medication to the child.

IV. Child Abuse Policy

- A. It is our intent to follow state regulations in the reporting of child abuse. Any parental complaints about suspected or alleged mistreatment of any kind are to be reported to a staff or ministry leader immediately.
- B. In cases where reporting is deemed necessary, the appropriate staff from FBCCH will work closely with the family and any of the helping agencies involved. Our desire is to protect the children and support the family.
- C. Any suspected or alleged child abuse by leaders/workers can result in temporary or permanent removal from ministry, pending the outcome of an investigation. This would be done to protect both the child and the leader/volunteer.

V. Playground Policy (when applicable)

- A. Two adults must be present on the playground at all times.
- B. Use slides safely—on child at a time, sliding on bottoms only and feet first. This will help ensure safety and limit liability.
- C. No “piggyback” rides by anyone at any time.
- D. Stay inside the fenced area at all times. When children need to use the bathrooms, two adults must accompany them. Never let a child go unsupervised anywhere.*
- E. If a child needs to retrieve a toy that has gone out of the playground area, that child must inform an adult first. Visual contact must be kept with the child at all times. If necessary, accompany the child to retrieve the toy.
- F. Children are never permitted to “roam” around the building or play unattended. If they have arrived early for class, they are to be under their parents’ care.
- G. Never release children to parents after church from the playground area. Make sure they have signed out first in the classroom with the appropriate claim check.

* On the playground you must maintain the two-adult policy for both bathroom visits and playground duty. When only two workers are on the playground, you must bring all the kids inside to allow the child(ren) to use the restroom.

VI. Off Premises Policy (when applicable)

- A. A staff or ministry leader must approve all activities.
- B. Parent permission slips must be signed for all children and kept with the leader.
- C. Any transportation besides the church vehicles must have written permission.
- D. There are to be at least two unrelated adults in a vehicle at all times.

I have read and understand each provision in the FBCCH Preschool Adult Worker Policy and Procedures. I agree to comply with each provision.

Name _____

Signature _____

Date _____