

Sunday School Procedures
Updated January 2018

At Westminster Presbyterian Church, we welcome and encourage children and youth to attend our weekly Sunday School classes, where teachers share the gospel with them through a Christ-centered curriculum. We promote 2 year olds from the toddler nursery into our Sunday School program on Promotion Sunday each August/September, depending on the date that is selected by the Sunday School Ministry team. Our classes mainly use an NIV Bible to correlate with the curriculum that is used. Senior High students use an ESV Bible to correlate with what is used in worship service.

Beginning and Ending Class: Teachers will be in classrooms ready to welcome children and youth by 8:55 a.m. Classes begin at 9:00 a.m. and end at 10:00 a.m. Children ages 2 through 1st grade should be accompanied by a parent to their class, and then should be picked up by a parent by 10:05. Alternate arrangements may be made with the teacher(s) in the classroom if another adult will be picking up young children. Children in 2nd grade through Senior High will be released to meet their parents at a location designated by parents to prepare for worship. All children will be reminded to walk safely when they leave class and to refrain from running so that our older members and visitors are also safe.

Teachers/Substitutes: Teachers in our classes have a passion for teaching our children and youth about Christ, and for loving each and every individual covenantly. Teachers and substitutes are invited and encouraged to undergo annual training to further their knowledge and skills in working with children and youth. Our teachers and substitutes are required to undergo a criminal history/background check every two years. It is our goal to staff each class 2 year olds through 6th grade with two teachers.

Discipline Policy: Our Sunday School teachers partner with the parents to lovingly guide/direct appropriate behaviors and redirect inappropriate behaviors for the children and youth we serve. We also strive to keep a safe environment for all under our care. In the event that a child is not responding to guidance and redirection as needed from a classroom teacher, the teacher may seek parental guidance and support.

Restrooms: Restrooms are located in the nurseries, the education wing as well as outside the sanctuary. Female workers (volunteer/staff/paid caregiver) should provide physical assistance to a child using the restroom if the child is three years or younger or has needs requiring extra assistance. Male workers (volunteer/staff) should provide physical assistance for male children only if the child is three years or younger or has needs requiring extra assistance while in the restroom.

Allergies/Special Needs: Emergency contact cards will be completed/updated each year to inform teachers of any allergies or medical/special needs that should be followed while children, ages 2 through 4th grades, are in our care in Sunday School. Every effort will be made to establish and maintain classroom environments that are responsive to the health/medical needs of the children/youth.

Illness: Parents should be encouraged to not bring children to activities who exhibit the following symptoms within 24 hours of dropping off their child. Furthermore, if these symptoms are observed by adults (volunteer/staff/paid caregiver), the child's parent may be called to remove the child from the classroom. If a caregiver experiences these symptoms, alert the nursery coordinator so a replacement can be secured.

- Yellow or greenish discharge from the eyes or nose during a cold
- Heavy coughing or excessive sneezing
- A temperature of/or greater than 100.4
- Vomiting or diarrhea within the last 24 hours
- Questionable rashes

Bad Weather: In the event that a tornado alert or severe weather alert is issued during the Sunday School hour, the following plan will be executed for the safety and security of our children located in the childrens' education wing:

- 2 and 3 year olds will be accompanied by their teachers to the boys' restroom in the childrens' education wing
- 4 and 5 year olds will be accompanied by their teachers to the girls' restroom in the childrens' education wing
- 1st and 2nd graders will shelter in place with their respective teachers in the 1st grade classroom.
- 3rd and 4th graders will shelter in place with their respective teachers in the 4th grade classroom
- 5th and 6th graders, as well as Jr High youth will remain in their classrooms with the doors closed
- Sr High will move to an interior room within the fellowship hall part of the building away from all windows
- Special Needs class will move to an interior room within the fellowship hall part of the building away from all windows