



**ARK OF FRIENDSHIP  
GENERAL OPERATING PROCEDURES**

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## **GENERAL OPERATING PROCEDURES**

### **Administration**

Ark of Friendship is a ministry of Farley Street Baptist Church. The MDO Staff and the Weekday Education Committee are under the authority of the MDO Director and the Senior Pastor. The MDO Director is under the authority of the Children's Ministry Director and Senior Pastor.

### **Process to Establish and Amend Policies**

Policies will be reviewed yearly. Policies will be written and approved by the Weekday Education Committee and the Ark of Friendship Director. MDO staff and parents of children enrolled in Ark of Friendship may make suggestions for changes or amendments in writing to the director or the Weekday Education Committee.

### **Finances**

- The program director will manage all financial aspects of the program with the assistance of the church financial secretary.
- The Weekday Education Committee and the church financial secretary will oversee the financial aspects of the program.
- The director will maintain and be responsible for the petty cash for miscellaneous expenses.
- The director will balance accounts monthly by showing income and expenses. Reports will be made to the Weekday Education Committee.
- Funds may be provided to assist the staff in continuing education, such as workshops, etc.
- The director will be responsible for ordering materials, supplies, and services.
- Staff salaries will be paid bi-monthly month.

### **Funding**

Funding will generate from registration fees, tuition, and supply fees.

### **Budgeting**

The program director will establish and submit the recommended budget (if needed) to the church Budget & Finance Committee by the requested date after review by the Weekday Education Committee. The budget will be prepared with configuring registration and tuition fees, other funding and staffing, supplies and materials. The budget will be approved by the church in the annual business meeting.

## **Tuition and Fees**

**Ark of Friendship is a non-profit organization dependent on its fees and tuitions to function properly.**

- A non-refundable enrollment fee and monthly tuition will be required of each child.
- Special circumstances leading to reduced tuition may be brought to the MDO Director and the Weekday Education Committee.
- Tuition fees will be due on the 1<sup>st</sup> of each month. A 10-day grace period will be allowed.
- A late fee of \$10.00 will be charged on any outstanding fees the 11<sup>th</sup> of the month. An additional \$1.00 will be charged for each day thereafter unless prior arrangements are made.
- If prior arrangements or payment have not been made by the 15<sup>th</sup> of the month your child will not be able to attend the MDO program until payment is received.
- The director may accept partial payment made as a sign of good faith.
- Tuition is based on days open; therefore, full tuition is due regardless of holidays and absentees.
- **30 days notification** will be required for those leaving the program as the program depends on your tuition to function properly.
- A late charge will be applied at the rate of \$5.00 first 5 minutes late and \$1.00 for each additional minute.
- There will be a \$30.00 charge for returned checks. After a second returned check, cash payments will be required.

## **Abuse and Neglect Reporting**

By law, any person having cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect must report any such concerns to the Texas Department of Family and Protective Services at 1-800-252-5400 immediately. Employees are also to report such concerns to the director and make a written record of the suspected abuse. Any employee suspected of abuse sexual or otherwise will be immediately released of duty and reported as well.

## **Accidents**

Assess the severity of the accident. If it is severe (requires stitches, possible fracture or neck injury or any other injury that a physician should see immediately) call 911. The child's emergency file should be pulled, and the instructions followed. Notify the appropriate parent or guardian. Be sure to always fill out an accident report.

## **Admission and Enrollment**

- Previously enrolled children and children of members of Farley Street Baptist Church will have the first opportunity to enroll.



- There will be a limited number of children allowed to enroll. A waiting list will be established for additional children wishing to enroll.
- There will be no discrimination on the basis of race, sex, national origin, religious affiliation, or disability. However, class placement will be at the discretion of the director.

### **Attendance Records**

Attendance records will be kept through daily sign-in and out records. Teachers will be responsible to make sure parents or guardian have sign children in and out daily.

Teacher's attendance records will be kept through enrollment sheets.

### **Building Use**

- The building will be kept clean and orderly and will comply with local and state building, fire, safety, and health codes.
- Classrooms may be decorated being mindful that it is our church and rooms are used for classes on Sundays and Wednesday evenings.

### **Diapering and Toilet Training**

- Diapers will be changed as needed. Children's hands must be washed after changing.
- Toilet training will start when child exhibits physical and intellectual readiness. Parents and teachers work together in this stage of achievement. Children must be properly trained on hand washing.
- Teachers must wash hands before and after diapering a child or assisting with toileting.
- Protective gloves are to be worn while changing diapers or helping with toileting. The diapering station will have clean paper covering to be used when changing one after another diaper in a group, discarded and replaced after each diaper change. The 4-step sanitizing must be done at this time and after each individual diaper change.

#### **Four-step Sanitizing:**

1. Clean area using soap and water;
2. Rinse with clear water;
3. Soak in or spray on a disinfecting solution (at least 2 minutes). Rinse with cool water only those items that children are likely to put in their mouths; and
4. Let air dry completely.

## **Emergency Evacuations and Drills**

**Teachers are to always keep sign-in and emergency procedures with them at all times.**

- Fire Emergencies - Children and staff must exit safely from the building within three (3) minutes by way of the assigned exits, meeting in the designated area. Staff must take roll before and after leaving the building, while outside and after returning to the classroom. Do not return to building until the fire department determines the building is safe to re-enter.
- Severe Weather - The Waxahachie School District closures will be followed. If Waxahachie School starts late we will begin 30 minutes behind them. During the day, while class is in session, we will call the parents if we feel it is too dangerous to remain open.
- If a tornado warning is issued, the children will stay away from the windows, doors, and outside walls. The teacher should direct the children to the severe storm location for their classroom. The staff must be sure the children are all accounted for and the doors are closed.
- Emergency Drills - There will be one drill per month, announced or unannounced. Also, there will be drills on other emergency procedures as recommended by our Fire & Security team.

## **Field Trips**

We at Ark of Friendship feel that it is best not to take children on field trips since their safety comes first.

## **Guidance and Discipline**

All discipline will be consistent with established program policy.

- Redirection – redirect the child to another center or activity.
- Remove – remove the child from the other children.
- Reinforcements –involve the director or assistant director (speaking with parent).

## **Proper Hand Washing Technique**

Have paper towel ready for drying. Wet hands; apply soap and rub hands together, being sure to rub between fingers and around wrist lathering for 20 seconds. Rinse and dry hands thoroughly and apply sanitizer.

Frequent hand washing is one of our best defenses against the spread of germs and disease. Teachers should wash hands before and after diapering or assisting a child with toileting, after wiping a child's nose, and before assisting children with lunches or snacks. Any time there is contact with body fluids, hands should be washed immediately. Children should be assisted and

taught to wash hands after coughing, sneezing, toileting, and before and after eating. Hand sanitizer is available for teacher use to supplement hand washing.

### **Health Inspections/Illness**

- Sickness – A child should not be admitted to class if he/she is sick.
  - Temperature is over 100 degrees;
  - Signs of a cold, sore throat, cough, frequent sneezing, discharge from eyes and/or ears;
  - Signs of an upset stomach, diarrhea, or an unidentified rash or have had any of these symptoms in the last 24 hours
- If a child becomes sick during the day, he/she should be removed from other children and made comfortable until the parent can pick up the child. The child is to be picked up within the hour. The child will not be permitted to return until he/she has been without symptoms or fever for 24 hours or has a doctor's release to return.
- If a teacher becomes ill during the day. He/she should notify the director immediately so that a substitute can take over the class for the remainder of the day.

### **Mealtime Protocol**

- Mealtime and snack time are teaching opportunities for young children.
- A blessing is to be offered at snack and mealtimes.
- Teacher should sit with the children, model good manners and to guide the table conversation to acceptable topics.
- Children are not to share or trade their food with other children or teachers.
- Tables are to be cleaned before and after eating lunches and snacks, with a sanitation solution.

### **Medication**

- The program does not accept children with contagious diseases and will only administer prescription clearly marked with the child's name and physician prescribed dosage.
- A medication form must be completed, signed by the parent and accompany medication with the child's name on it. All medication will be kept locked in the director's office and returned to the parent at the end of the day.

### **Older Children of Staff and Visitors**

Older children of staff and visitors are not permitted to be in the MDO area or help in the class rooms during the school session.

## **Parent Communication**

Interaction with parents develops a foundation for quality relationships and help in building trust between their young children and teachers.

### **Teachers:**

- Inform the parents about their child's progress. Do Not try to diagnose children.
- Be positive in relating a child's experiences; discuss problems only with the parent(s) of the child involved without the child being present and after consulting with the director.
- Listen actively to what parents have to say.
- Be kind and professional in maintaining program policies.

## **Release of Children to Authorized Person**

Teacher will only release children to persons whose names are listed on the enrollment form and in the child's sign-in folder. Identification must be checked if the person picking up the child is not known to the teacher.

## **Safety Procedures**

- All teaching staff will be prepared to greet the children in their rooms by 15 minutes prior to the scheduled opening time.
- Teachers will be responsible for checking their rooms to make sure it is safe for the children.
- The director or assistant director will be responsible for making sure the play area is safe for the children.
- First Aid and CPR - Staff must be certified in First Aid and CPR. Classes are paid for by the program.

## **Teaching Procedures**

- The curriculum will:
  - Be Christ-centered and fulfill the mission of the program;
  - Be appropriate for young children, geared to each age group and provide learning activities;
  - Strive to teach them the love and forgiveness of Christ; and
  - Children will have regular worship service time in order to teach them the joy of worship.
- Each teacher must keep a notebook in the classroom that includes:
  - Children's information sheets;

- Lesson plan for the week;
  - Lesson unit for the week from the curriculum guide;
  - Daily schedule; and
  - Attendance sheet
- Lesson Plan – Teacher is required to complete written lesson plans based on the approved curriculum provided by the program. Written lesson plans are to be turned in to the director one month in advance.
  - A daily schedule including active play and rest time will be posted for parents to see.
  - Outdoor play is part of the daily schedule. Teachers will supervise outdoor play to ensure their safety and learning the gift of sharing. Any unsafe equipment is to be reported to the director immediately.
  - Supervision – The children must always be visible to staff and be close enough for intervening when needed. Children are **never** left unattended including bathroom and naptime.
  - Transition – Planning for transitions will ensure the safety of all children. Children are to be taught to stay together as a group with their teacher. Teacher must be aware of where each child is at all times.

### **Clean-Up**

Each staff member is responsible for cleaning and disinfecting toys and other equipment and inform director of any repairs needed on equipment. Good health is encouraged by keeping a clean learning environment. Rooms and storage areas are to be kept safe, neat and clean.

Each room is to be left clean and ready for the next use. With each group or organization using these rooms, following these guidelines will make for a positive experience for all.

## **TEACHER CLASSROOM EMERGENCY GUIDE**

### **Initial Steps to Follow in a Crisis Situation**

**Steps 1** – Keep children calm and secure

**Step 2** – Notify the Director or designee immediately if it is a classroom situation. Relay the facts clearly to the Director. The Director will immediately report the crisis to the Emergency Operation Group. Determination will be made as to further procedures outlined with this plan.

### **Role of the Classroom Teacher**

1. Always Take roll of children and keep children with you.
2. Keep children's emergency forms with information with you.
3. Identify children in need of counseling.
4. Engage in classroom activities to assist in the children's process to work through the crisis.
5. Please be aware of situations in your classroom that may lead to potential crises. Alert the Director or designee if assistance is needed.
6. If you learn of a death or severe illness of a child, or child's parent, or staff member, please contact the Director as soon as possible.

### **General Emergency situation**

#### **If Indoors:**

1. If advised by the person in charge, stay in your room:
  - a. Take roll of children and keep it with you;
  - b. Be prepared to evacuate using fire drill plan if necessary.
2. Take protective action if building is threatened:
  - a. Keep children away from windows and outsidewalls.
  - b. Take shelter in room or hall (as directed) and duck and cover.
  - c. Move all children out of temporary buildings or open areas.
  - d. Shut off any electrical or gas operated appliances.

## **FIRE**

1. Follow fire exit plan, with possible modifications. Be certain all people are out of the room. Check classroom restrooms to be certain they are empty also.
2. Keep roll (sign in sheet) with you at all times.
3. Close doors
4. Once outside, take roll and account for all your children.
5. Return to classroom upon notification.

## **TORNADO**

1. Tornado Watch means no funnel clouds have been sighted, but tornados can be expected to occur. If a tornado watch is announced, be prepared to act quickly, and be alert for special instructions.
2. Tornado Warning means a funnel cloud has been sighted.
  - a. Follow tornado drill plan.
  - b. Keep roll (sign in sheet) and emergency procedures with you at all times.
  - c. Stay away from windows.
  - d. If a tornado strikes the building, stay in position until the tornado has passed. Evacuation may be necessary using drill plan. If a tornado warning occurs at dismissal time, children will stay in the tornado warning position until after the danger has passed. Children may only be dismissed if a parent or legal guardian comes into the building and signs them out.

### **Active Tornado**

In case of tornado children will be gathered in designated lockdown area and kept there until notified that all is clear.

If a situation arises that the building must be evacuated MDO Directors and teachers along with the assistance of available church staff (Secretary, Children's Director.) will escort children to designated safe location and parents will be called.

### **Child Safe Procedure for Lock Down**

Teacher will take class role quickly if all children are in room place the **Green laminated sheet** outside classroom door. If a child is out of room indicate by writing a -1 on the **Orange laminated sheet** . If you have a child of another room in your class indicate by writing a + 1 on the **Orange laminated sheet** and place on floor outside closed classroom door. Proceed to designated area. Keep class role book with you at all times. IN case of a lockdown using lead line lead your class to designated area when all are in close doors. Lock doors and take roll again staying put until all clear is given. Emergency kits will be opened and towels will be put in placed in front of door to block light. Keep children calm and quiet with provided snack and quiet games. **No cell phones or electronic devices are to be used until instructions are given to make calls.**

If a safe evacuation is possible a security personnel with a key to door will unlock your door and escort you to safety. You are never to unlock this door yourself.

If you are outside immediately gathered children into designated area take role and place appropriate safety sheet inside Gym door. Follow lockdown procedure.

**Teachers if you have a special needs child in your class take them by the hand and lead them to safety. If child resist pick them up and carry them. If you have more than one that needs assistance in your class call for director's help.**

Director will gather safety sheets locate any children out of place and get them to closest lockdown area.

### **Intruder Alert**

The purpose of a Child Safe Plan is to be prepared and able to stay calm if a situation was to arise. Children will only be as calm as those in charge of them. Through routine practice of the procedures the children will be assured of their safety and able to stay calm in crises.

The Director or church staff member will make the call to 911 and to the police as necessary. The director will see that all children and teachers are accounted for.

In case of an intruder a **Code Sliver** will be announced. Follow Lockdown procedure.

Child Abduction – **Code Pink** will be announced. Follow lockdown procedure.

Tornado or Severe Weather – A **Code Black** will be announced. Follow lockdown procedure.

### **Active Tornado**

In case of tornado children will be gathered in designated lockdown area and kept there until notified that all is clear.



## Fire

In case of Fire a **Code Red PLASE G or PLASE E** will be announced follow appropriate phase to exit building. Before leaving take roll quickly if all children are in classroom place **green** safety sheet on floor outside classroom door as you exit. If a child is out of classroom or you have an extra child in your classroom mark the **orange** safety sheet with a -1 or +1 and place it on floor outside of room as you exit. Taking roll board with you proceed through announced phase route to meeting spot. Remain there until further instructions are given.

Teachers; if you have a special needs child in your class take them by the hand and lead them to safety. If child resist pick them up and carry them out. If you have more than one that needs assistance call for director's help.

Teachers will place infant up to walking in a crib and walkers up tp 24 months will be placed in strollers all other will walk with teachers using guild lines where needed and escorted to safety following safety path described below. Taking roll assuring all children are accounted for. Turning off classroom light closing door behind them and leaving appropriate acknowledgement sheet by door. Taking roll sheet and child information sheet with them following safety path G or E as called for to safety. 911 and licensing will be called. Remain there until further instructions are given from emergency personnel.

Director will assure all have left building by collecting acknowledgement sheets and locating any children out of room. Take first Aid kit and Child information Book to appropriate safety point.

**Phase G** In case of Fire teachers will take role making sure all children are at hand. Leaving appropriate safety sheet classroom door take role book with you closing door behind you quickly escort children to gym and exit G down sidewalk to appropriate light post. Remain there until further instructions are given from emergency personnel.

**Phase E** In case of Fire teachers will take role making sure all children are at hand. Leaving appropriate safety sheet outside door take role book with you closing door behind you quickly escort children through children's area out exit E as mapped out to appropriate light post. Remain there until further instructions are given from emergency personnel.

If a complete evacuation is called for children will be escorted up the street to New Life Worship, 1320 Brown Street, 911 and Licensing will be called. Upon arrival rollcall will be take in assurance that all are accounted for and Parents will be contacted by phone. We will continue caring for the children giving them snacks, keeping them calm and busy until parents arrive to pick them up. Contact number Becky Smith 469-765-5053

## Bomb Threat, or Any Other Emergency Calling for Evacuation

In case of bomb threat, a **Code Brown Plan G or Plan E** will be announced. Follow fire plan to exit building, remain there until further instructions are given.



