



IT'S A PARTNERSHIP IN THE PRESCHOOL MINISTRY BETWEEN PARENT AND TEACHERS

Preschool Ministry Information For MOM 2 MOM

Tuesday Drop-Off: 9:15 am Pick-Up: 1:00 pm *

A registered nurse is on duty at all times.

1. Be sure to label all articles brought from home (diaper bags, bottles, food containers, blankets, etc.) Labeling in advance assists our teachers in making sure your baby is given only his/her personal items/foods. It also allows the maximum amount of a teacher's time to be focused on building a relationship with your child.
2. Please bring any special security blanket, pacifier, etc. necessary to comfort your child.
3. Please be sure to provide sufficient diapers and wipes for your baby's stay in the nursery. The Preschool Ministry does not provide these items. Also, please send a change of clothing for all children, infant through kindergarten.
4. You may bring a lunch for your child. Please do not send any foods that contain nuts. Only provide finger type food in order to make mealtime as simple as possible. We are not able to microwave food items.
5. Please know that drop-off time can be a busy time as numerous children arrive at approximately the same time. Your child may be a little apprehensive at drop-off. We will work to make sure all children are happy and actively involved in Bible learning activities.
6. FBC Jax Preschool Ministry supports the following guidelines in reference to crying:
 - a. If a child is inconsolable for 10 minutes we will text or call his/her mother.
 - b. If you have a different request regarding crying, please make the teacher and Child Care Coordinator aware of your request (i.e. text/call after 3 minutes of crying, text/call immediately, etc.)
7. Please bring your child in play clothes. Many of the activities they will participate in will be fun but messy. We will try our best to protect their clothes by using smocks when they paint or do other activities that might cause their clothes to be soiled.

***Please be sure and pick-up your child from the classroom by 1:00 pm**

Security, Check-In & Pick-Up

Our Preschool Ministry maintains controlled access doors on all three floors of the Preschool Building. All mothers attending Mom 2 Mom will need to provide a fingerprint scan to enter the classroom areas. To scan your fingerprint, please go to the Preschool Desk (Preschool Building, 2nd Floor).

Mom 2 Mom participants will utilize our electronic check-in system before dropping off their children in their classrooms. Please see the attached sheet that outlines how to use the check-in kiosk, the stickers received at check-in and covers pick-up procedures.

Checking on Your Child

To check on your child, please go to the Preschool Desk and allow us to call the classroom via our intercom system. This will prevent your child from seeing you at the door and becoming upset.

Allergies

Due to numerous nut allergies, the FBCJax Preschool Ministry maintains a NUT FREE facility. Please do not send any foods for your child that contain nuts.

All allergies must be communicated to your child's teacher and our staff nurse. Parents must label their child with an Allergy Alert sticker and note type of allergy.

EpiPens: If your child needs an EpiPen in the event of an allergic reaction, please stop by the Preschool Desk (Preschool Bldg 2nd Floor) to speak with our staff nurse.

Leaving Church Campus*

Should you leave the church campus for a Mom 2 Mom sponsored activity while your child is in our care we must have the following information:

Mother's Cell Phone #

Emergency Contact Name and Phone #s

Alternate Emergency Contact Name and Phone #s

*For the purpose of safety and security, all moms must remain on campus while their children are in our care, unless Mom 2 Mom leadership is sponsoring a lunch or additional outing during Mom 2 Mom. Child care is not available for doctor appointments, or other appointments off campus.

Feeding and Rest Times

Listed below is the Preschool Ministry's schedule for feeding and rest. Please note these are approximate times, according to how many children we have, conditions at feeding time, etc. We do not force any child to go to sleep OR try to keep them awake. If a mother needs to leave by 12:00 noon (and we know this), the child will be fed, changed, and ready to go home by noon.

BABIES (Birth - 11 months; fed in shifts)

✓ FED: Bottle babies - According to mother's directions

ONES

✓ FED: Approximately 11:00

TWOS - KINDERGARTEN & HOMESCHOOL ROOM (1st-5th Grade)

✓ LUNCH: Approximately 11:15

If you have any questions, concerns or special needs, please feel free to contact me by email at dianem@fbcjax.com or by calling 904.366.1139.

Sincerely,

Diane Mitchell

Diane Mitchell
Director of Preschool Ministry

FBC Jax Preschool Ministry
Mom 2 Mom
Kiosk Check-In and Pick-Up Instructions

Please stop by one of our kiosk when you arrive - there are kiosk located on each floor and you can utilize any one of them regardless of what floor your child's classroom is located.

The check-in process is very simple utilizing the touch screen:

Enter the last four (4) digits of your phone number.

The names of all the Preschool families with the same four (4) digits will appear on the screen. (If your phone number does not display your family, please proceed to the Preschool Ministry registration desk.)

Choose your family and on the next screen that comes up touch the box by the name(s) of the preschoolers that are present.

Touch Check-In and labels will print for your child(ren).

Each child from Babies - 3 years of age will receive four (4) labels:

- **Bag Label** to attach to the diaper bag or other personal item.
- **Classroom Teacher Label** to give to the teacher checking your child in at the classroom.
- **Child Pick-Up Receipt** with a security code on the label. This receipt must be presented when picking up the child.
- **Child Label** is to be placed on the back of your child.

Each 4 & 5 year old child will receive three (3) labels:

- **Classroom Teacher Label** to give to the teacher checking your child in at the classroom.
- **Child Pick-Up Receipt** with a security code on the label. This receipt must be presented when picking up the child.
- **Child Label** is to be placed on the on the back of your child

If you encounter any problems while checking in you can call the Preschool Ministry Desk (# is posted at the kiosk) or you can go to the Preschool Desk for assistance. If you call the desk we may be able to send someone to assist you, but depending on the situation we may need to ask you to come to the desk to resolve the issue.