

Dear First Baptist Church Parents and Guardians,

The safety and well-being of your children is a top priority for our church and First Nursery through Preschool ministries. We are grateful for the trust you place in us, and we want to share an overview of our new safety and security procedures we are implementing to provide a safe, nurturing environment for every child in our care.

### **Controlled Building Access**

There will be one point of entry for First Nursery/Preschool and our First Tots areas. Please allow no more than two Parents/Guardians only to enter the building to drop off and pick up your child(ren). Entry for First Nursery and Preschool will be the Northern doors located at the Nursery entrance in the courtyard. First Preschool doors will be designated exit only, with no thru traffic, and will remain locked at all times. Preschool parents/guardians should use these exits after dropping off your child(ren). First Tots entry and exit will not change. If parking in the front lot on Center Street, please enter and walk through the Sanctuary to the courtyard. During Sunday service hours, all doors will be locked 9:30-10:30 AM and 11:00-12:00 PM. Wednesday evening procedures will be the same and doors will be locked 6:40-7:30 PM. You may however, ring the bell located outside the doors for entry during locked times. Entry will be monitored to ensure that only approved staff, volunteers, parents, and authorized visitors are allowed access to these areas.

### **Secure Check-In and Check-Out**

All children are checked in and out using a secure system. When checking in, please visit the front desk of the area your child is currently attending. Each child will have a sticker tag with their name to be placed on their back, as well as a pick-up tag. When picking up your child, pick-up tags will be matched to the child and then placed on a clipboard in your child's classroom. Only the person with the pick-up tag will be allowed to pick up the child(ren). In the event the pick-up tag is missing, the parent/guardian must be verified with the children's minister, and it will be at their discretion to release the child.

### **Staff and Volunteer Screening**

All preschool staff and volunteers 18 years and older will undergo background checks and receive Ministry Safe Training related to child safety and supervision.

### **Visitor Management**

All volunteers and visitors must check in with the First Nursery, Preschool or Tots Minister in their respective areas to retrieve a badge. Badges are not required for drop-off or pick-up by the parent/guardian but shall otherwise be worn at all times by volunteers, visitors and staff.

We will begin implementation of these policies and procedures on Sunday, March 1. We know it will be an adjustment for our families to make these changes, but we are confident in these steps to facilitate a safer environment for all children, volunteers and staff. If you ever have questions or concerns about our safety practices, please do not hesitate to contact us. Thank you for being part of our First Nursery through Preschool family and for allowing us the joy of caring for your child!

With appreciation,

Paige Moore  
First Nursery Minister

Katie Roper  
First Tots Minister

Christy Bishop and Jaymee Moreton  
First Preschool Ministers