

General Policies, Procedures and Information

Relationships Are Essential

"People don't care how much you know until they know how much you care."
Howard Hendricks

"Actions speak louder than words..."

How do children know a teacher cares? What actions speak of caring? When you are available, you demonstrate you care. The teacher who is at the door to greet the first child or to hear about the new baby or the latest new adventure says, "I care." The other teachers communicate they care by focusing on and joining the children in activities as they arrive. Prayer, planning and preparation directly impact effective relationships with the children, team unity, a focused class time and reduced stress. However, they are often the most-ignored aspects of teaching.

Prayer -

1. Pray individually throughout the week for the team and the children. Listen for specific needs each week in class and pray for those needs during the week.

"For our struggle is not against flesh and blood, but against the rulers, against the powers, against the world forces of this darkness, against the spiritual forces of wickedness in the heavenly places." - Ephesians 6:12

2. Pray individually during the week and corporately prior to class—
"present yourselves to be used by the Holy Spirit and pray for the power of the Holy Spirit to be present to teach and protect." - Colossians 4:2-4

Planning The team should plan ahead weekly, quarterly or as often as necessary to ensure all tasks are delegated and each team member knows his/her specific responsibilities.

Preparation It is important for all members of the team to read and be familiar with the lesson.

- The designated teacher will study the passage and be prepared to teach the lesson without extensive use of notes.
- The craft is best prepared outside of iZone and ready to present prior to arrival.
- All teachers arrive no later than 40 minutes prior to the iZone start time in order to pray, set up activities and prepare the classroom.
- A safety check of the nursery and preschool rooms must be completed to ensure nursery floors are free of tripping hazards, sharp objects and small objects that may cause choking.
- All tubs, supplies, and toys are stored in large portable cases. There are 5 total cases. The listing of those cases are as follows:

- Infants/1 Year Olds
 - 2 Year Olds / 3 Year Olds
 - 4 Thru PreK / K-1st Grade
 - 2nd-3rd Grade / 4th-5th Grade
 - Kinderlinks (chairs) and Tables (on order)
- Teachers will be responsible for unpacking the large cases, setting up classrooms, and then as iZone ends – repacking your tubs, resetting the rooms and packing the tubs in the large cases. Tear down volunteers will be through to retrieve those cases within 15 minutes of iZone ending. Therefore, it is imperative we have our helpers packing the tubs and resetting the room while the Lead and possibly one helper are making sure our children are attended to and parents are given vital information.
 - It is important that all things are packed in the large cases as they came so we can keep everything together. As we learn exactly how things are packed and what order things go in the large cases – things will become much more efficient and successful in the tear down area.

Classroom Visitor Policy It is necessary to follow our defined security procedures for all adults in our classrooms. Therefore, any visitor to the classroom, those who are there for an extended period of time, must first be cleared by the iZone Coordinator.

Classroom Security Policies - Security Tagging System A security tagging system is used for all children in the infant nurseries through the 1 year old class. Upon a child's arrival, the adult responsible for check-in will clip a Number Tag on the child and give the Corresponding Pager to the parent. The parent must return the pager for release of the child. Corresponding Number Tags: Place a strip of masking tape or a white label on the tag and write the child's name on it..

There is no tagging system for 2 year olds thru 5th grade. Parents should accompany their child to the classroom where children sign in upon arrival. Children may be released from their classroom only to a parent or family member over the age of twelve.

Classroom roster - Each classroom will be given master roster of all the children registered in their classroom for all iZone. Make a check mark next to their name when they arrive. If a child's name is not on the roster, write the name on the lines provided at the bottom of the roster. Have the parent/guardian complete an iZone first time attender registration card so that the child is placed on the printed roster. Please note that the roster is the only record of the children in your classroom during iZone. Attendance accuracy is crucial in case of an emergency. Please record the number of children and adults in each classroom (include teenagers with adult count).

NOTE: If you have any further questions about essential policy and procedure type of issues, please do not hesitate to raise them. This information is to better protect our children and adults from any harm that could possibly come to them and to provide the most safe and secure environment from which they might learn about Christ in.