



SYCAMORE PRESBYTERIAN CHURCH Sunday School Enrollment and Class Assignment Policy

Sycamore Presbyterian Church (SPC) believes that Christian Education is important to the growth and development of children and is committed to providing a reliable, high quality Sunday School Program in a safe and nurturing environment.

Enrollment:

Parents must enroll their children into SPC's Sunday School through completion of a "Registration Sheet" for each child placed in the care of SPC's Sunday School program. Registration information must be updated annually.

Class Assignment:

Students are assigned to Sunday School Classes as follows:

Requests to place a student in a class different from that stated in this policy must be discussed with the Director of Children's Ministries (DCM) and approved by the Children's Ministries Team(CMT).

Nursery: Birth through 23 months.

Toddler: 24 months and older. Children will promote to Preschool in the fall.

Preschool: Child is currently potty trained and will turn 3 years of age before November 30 of promotion year.

Pre-Kindergarten Class: Child will be enrolled in a Kindergarten program beginning the fall of next year.

Kindergarten: Child is enrolled in Kindergarten for the current school year.

1st Grade: Child is enrolled in 1st grade for the current school year.

2nd Grade: Child is enrolled in 2nd grade for the current school year.

3rd Grade: Child is enrolled in 3rd grade for the current school year.

4th Grade: Child is enrolled in 4th grade for the current school year.

5th Grade: Child is enrolled in 5th grade for the current school year.

Students are promoted to their new classes in the Fall on SPC's "Promotion Sunday"

Our designated education hour for all ages is from 9:00AM – 9:45 AM.

During our worship at 10:00 AM, infants and toddlers may utilize our nursery (Room 113) for the entire hour. All other children begin worship with their families in our Sanctuary. Those parents of children in Preschool, Pre-Kindergarten and Kindergarten who would like to utilize our *Structured Childcare* available **after** the Children's Message, will need to fill out a **name tag** which you may find inside the Friendship Pads or on the desk of the Media Center. Please adhere the tag to the front of your child's clothing before they join us for the Children's Message. *Include first name, last name, and grade. Thank you!

**Visitors may attend the class of friends/relatives.*

**Visitors attending more than 3 times per quarter are expected*

to attend their age appropriate classes.



SYCAMORE PRESBYTERIAN CHURCH (“SPC”) Sunday School Policies and Procedures

The following Policies and Procedures have been established to ensure the health and safety of children served by SPC. Questions regarding any policy or procedure should be directed to the Director of Children’s Ministries. We thank you in advance for your cooperation in creating a favorable environment in which our children can come to know the love of Christ.

- 1) Parents must make sure their child is signed in at their classroom.
- 2) **Parents must remain on-site while their children attend Sunday School.**
- 3) SPC offers a well child Sunday School. Sunday School teachers may refuse a child who shows signs of a contagious illness (diarrhea, rash, green nasal discharge, fever, etc.). Please make sure your child has been fever free for 24 hours before bringing him/her to Sunday School.
- 4) Teachers are not permitted to administer medication of any kind.
- 5) Drop Off and Dismissal Procedures:
 - Nursery-Kindergarten: Children may enter their room 15 minutes prior to the start of worship. They will be given a nametag and the adult dropping them off will be given a corresponding tag. Whoever you authorize to pick up your child at the end of Sunday School will need to present the sticker to your child’s Sunday School teacher. If your sticker is misplaced, you will be asked to show identification to the Sunday School teacher.
 - Grades 1-5: Children may enter their room beginning at 8:45AM for our education hour at 9:00 AM. At 9:45 AM children in Grades 1-3 must be picked up from classrooms by a parent, unless other arrangements have been made prior to class. Students in fourth and fifth grades will be released at the end of class to meet parents downstairs.
- 6) All belongings should be labeled. Tags are available in the nursery and toddler room.
- 7) We ask that personal toys be left at home. If a special comfort item is needed, please label it with the child’s name.
- 8) Please be respectful of our leaders and pick your child up from class as soon as possible.
- 10) Parents are responsible for notifying teachers of any allergy, medical or other concerns (i.e. custody arrangements) that are relevant to the child’s health and well-being.

DISCIPLINE PROCEDURE

SPC’s Children’s Ministries team and the volunteer Sunday School staff of teachers will strive to provide a positive and nurturing learning environment for the children we serve. Children will be informed of classroom rules and be expected to conduct themselves in an age appropriate manner. If a child misbehaves, the teacher will talk to him/her on their level about their behavior. If they continue to misbehave and/or disrupt the classroom they will be offered a limited choice of activities that the teacher deems appropriate. If behavior problems persist, parents will be consulted along with the Director of Children’s Ministries to establish an age appropriate plan to address the situation.

SNACKS

Snacks are given at the discretion of the individual Sunday School teachers. If you do not wish your child to have snacks or your child is allergic to a specific food, please notify your child’s Sunday School teacher upon arriving to class.

PARENT INVOLVEMENT

Parent involvement is integral in providing the Christian Education and Worship experiences that will enable our children to develop and grow in their faith. As your family is served by this Christian Education Program, please consider sharing some of your time as a leader or by serving on the Family Ministries Team. Children spell “LOVE” ... T-I-M-E. Please contact the Director of Children’s Ministries to find out how you can help.