



## **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: Infancy through 23 months.

Toddlers: 2 year olds. Toddlers remain in this classroom until they have turned three and they are fully potty trained. We will promote those children who meet these criteria to the Preschool class in March, June, August, and December.

Preschool: 3 year olds who are potty trained.

Pre-Kindergarten Class: Students who are 4 years of age and not yet in Kindergarten.

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.

6th Grade: Child is enrolled in 6th grade for the current school year.

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

Christian Education and worship opportunities for students enrolled in the 7th through 12th grades are offered by SPC's Student Ministries Team.

*\*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:
  - Infants & Toddlers: Children may enter their room 15 minutes prior to the start of worship. Diaper bag tags will be used as a way of identifying infants and toddlers with the adult that brought them. The diaper bag tags are pre-numbered so that parents can be paged if their child should need them during the service. The page is the last 3 numbers on the diaper tag. The page would appear in red numbers on a digital sign that hangs above the organ. Parents will need to have their diaper bag tag in order to have their child dismissed to their care.
  - Preschool-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 1-6: Children will go to the sanctuary first until the end of the Children’s Message. They will be shepherded by the teachers to their classrooms. At the end of service 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 4<sup>th</sup> – 6<sup>th</sup> grades will be released at the end of class to meet parents outside of the sanctuary.
- 6) All belongings should be labeled. Tags are available in the nursery and toddler room.
- 7) Children who are in the toilet training process should wear training pants or pull-ups. Teachers should be notified if a child is toilet training.
- 8) We ask that personal toys be left at home. If a special comfort item is needed, please label it with the child’s name.
- 9) Parents should pick up their children immediately after the adult worship is over. Please pick up your children before attending the social time in the Narthex. Our teachers would like to socialize, too!
- 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 teacher, a teacher assistant, nursery or toddler volunteer, or music leader. Be it one Sunday a month or a weekly commitment, every contribution is valued. Children spell “LOVE”... T-I-M-E. Please contact the Director of Children’s Ministries to find out how you can help.