

Community Baptist Church

20615 FM 2100
Crosby, Texas 77532



Little Lambs Policy and Procedures

Mission:

To provide a God centered environment where children's imaginations can be stretched in order to learn about God and His unconditional love for them. Our goal is to use creative learning methods of singing, playing, and teaching God's word to our next generation.

Ages:

4 years old through first grade.

Schedule:

Little Lambs students will be released during the morning service at the conclusion of praise and worship. The Little Lambs teacher will greet the students at the double doors leading from the main building to the Family Life Center. Once all students have formed a line they will be escorted by the teacher or helper to the classroom. At the end of Sunday morning worship Little Lamb parents will need to pick up their children in the Family Life Center gym.

Volunteers:

A Little Lambs Volunteer must be a member of Community Baptist Church and willing to submit to a formal back ground check. The Little Lambs director will be responsible for developing a quarterly rotating schedule. It is the sole responsibility of the volunteer to find adequate coverage for their Sunday if they are unable to attend and to inform the Little Lambs director.

- **Little Lamb Director:** Responsibilities include but not limited to developing Little Lambs schedule, choosing class curriculum, recruiting and training new leaders as needed, maintaining general fund budget, and serving on church council.
- **Leader:** Adult volunteer with the responsibility of preparing a week's lesson and handling all classroom activities for that Sunday morning. Little Lambs leaders will rotate week by week depending on how many active leaders we may have at the current time.
- **Helper:** Adult volunteer who will assist the Leaders with their duties.
- **Student Helper:** Junior High through High School age students who assist the Leaders with their duties.

Classroom Time:

Each Little Lambs class will be approximately 30 to 40 minutes long so it is important to plan ahead. Time will pass by quickly. Children will be greeted at the Family Life Building entrance and escorted to their class by that Sundays Leader.

- Class should begin with prayer.
- The Little Lambs lesson should be emailed to the leader, from the Little Lambs Director, no later than the Wednesday prior to your scheduled Sunday.
- The class may include story time, crafts, classroom games and optional gym/playground time. Craft and game items may be found in the Little Lambs storage cabinet or the upstairs s.s. closet. Please check the cabinet for necessary materials the Wednesday before your scheduled Sunday. If the leader needs to purchase any supplies please get with the Little Lambs Director before purchase for reimbursement instructions.
- All classroom snacks should be prepared before start of class.
- Please use the Family Life Center restrooms for all potty and water fountain breaks. All breaks should be accompanied by an adult.
- Leader is responsible for classroom clean up. It is encouraged to get children to participate in clean up. Trash removal, cleaning used dishes, properly storing left-over snacks in sealable baggies, straightening supply cabinet and vacuuming is expected. Classroom should be left better than the way it was found.
- The children will be lead to the gym/hallway at the end of class for parents to pick up.

Snacks:

During each Little Lambs class every child will receive an individual snack and a drink. Do to the rotation of teachers the snacks and drinks will vary depending on kitchen supplies. The Little Lambs Director should be notified by the child's parent of any food allergies or special diet plans. Leaders should notify Kitchen Committee Chairman of any shortage of snack items. Children will not be released with open candy or unfinished snacks. If candy is passed out for children to take home please place in a seal container (i.e. Ziploc bag) with instruction to deliver to parent and please no chewing gum.

Classroom Management:

Little Lambs attendance is a privilege and the safety and comfort of all children must be maintained. Appropriate behavior is modeled, encouraged and expected. Defiant and violent behaviors (including kicking, hitting, throwing, and biting) are not allowed. A child expressing inappropriate behaviors should be reminded in a firm but kind voice what type of behavior is expected. The child should also be removed from the source of conflict. If the behavior continues, it is appropriate to place the child in "time out" for no more than 3 minutes. At no time should a Little Lambs Volunteer resort to yelling, threatening, or spanking a child. If a child exhibits recurring disobedience then he or she should be removed from class that day and returned to the churches sanctuary to their parent or guardian. The Little Lambs Director should be notified and will communicate any further instructions if applicable.