

OPP 7.1 – KIDDO’S PRESCHOOL AND MOTHERS DAY OUT MINISTRY

PURPOSE: To outline the purpose, responsibilities, oversight and general operational guidelines for the Kiddo’s Pre School and Mothers Day Out Ministry.

MINISTRY PURPOSE:

The mission of the Kiddo’s Pre School and Mothers Day Out Ministry is to reach out to the youngest children of the community by providing quality child development and educational opportunities for children to grow, cognitively, physically, emotionally, and socially while developing spiritually in a Christian environment.

The congregation considers this program an integral part of the Round Rock Christian Church community outreach providing opportunity for children to participate in a caring, Christian environment and become aware of God’s love.

MINISTRY RESPONSIBILITIES

Provide a Christian nurturing and educational environment, consistent with effective teaching practices, which enhance each child’s creative, emotional, cognitive, motor, social, and spiritual development.

Empower each child with an awareness of his or her unique individuality and an understanding that he or she is worthy of unconditional love, respect, and an abundance of praise.

Guide in the development of appropriate social interactions and interpersonal communications with an emphasis on polite, respectful, ethical, unselfish, and kind behaviors.

Provide learning activities which are developmentally appropriate and fun for each child. Introduce and reinforce, through the use of arts and crafts projects, creative dramatics, visual arts, music, and physical movement, the basic concepts of speech, familiar words, nursery rhymes, shapes, colors, the alphabet, the days of the week, the months of the year, and number recognition on an individual and small group basis.

Extend the hands of welcome to Children of all faiths in the spirit of outreach.

Operate the Kiddos program as a Licensed Child Care Facility under the rules of the State of Texas. Adhere to the Minimum Standards of Child-Care for Caregivers including the following:

- Demonstrate competency, good judgment, and self-control in the presence of children and when performing assigned responsibilities.
- Relate to children with courtesy, respect, acceptance, and patience.
- Recognize and respect the uniqueness and potential of all children, their families, and their cultures.
- Not abuse, neglect, or exploit children.

- Report suspected abuse, neglect, and exploitation to the Department of Family and Protective Services or to law enforcement.
- Know and comply with the minimum standards for child-care centers.
- Know which children for whom you are responsible.
- Know each child's name and have information showing each child's age.
- Supervise children at all times, adjusting appropriately for different ages and abilities of children.
- Ensure the children are not out of control.
- Be free from duties not directly involving the teaching, care, and supervision of children.
- Interact routinely with children in a positive manner.
- Foster developmentally appropriate independence in children through planned but flexible program activities.
- Foster a cooperative rather than a competitive atmosphere.
- Show appreciation of children's efforts and accomplishments.

MINISTRY SUPPORT AND OVERSIGHT

Senior Minister

The Senior Minister will supervise the Director(s) of the Kiddos program and provide any necessary day to day oversight. Annual Review of the Director(s) will be conducted by the Senior Minister with support from the Administrative Team Personnel Committee.

Administrative Team

The Administrative Team will support the Kiddos program with the following:

Financial support and oversight:

- Accounting of all Kiddos monies received on a monthly basis including depositing receipts and the designation of tuition and registration fees for use by Kiddos Ministry operations.
- Accounting of all Kiddos funds disbursed to include payroll, check writing for expenses, and filing state and federal W2 and or 1099 forms depositing receipts.

Personnel oversight:

- The Director will be hired by the Administrative Teams Personnel Committee with input of the church Senior Minister, who will serve as ex-officio of the committee for this task.
- The Director will adhere to the job description presented by the Personnel Committee
- Teachers will be hired by the Kiddos Director with support from the Administrative Team Personnel Committee upon request.
- Annual review of all Kiddos Ministry personnel will be conducted by the Director with support from the Personnel Committee.
- Background checks for criminal and sexual abuse will be conducted by the Personnel Committee.

Facilities

- Provide facilities necessary for teaching, a playground area, and an office space suitable for Monday through Friday use.
- Maintain the playground, classroom space, inspection of fire alarms, and cleaning by church custodial staff.

Kiddos Advisory Committee

Programming and content oversight is vested in the Kiddos Advisory Committee. The Primary function of the Kiddos Advisory Committee is to provide program oversight, communication of the program to parents and the congregation. The committee should meet monthly.

Members of the Advisory Committee are church members appointed by the Moderator and approved by the Guiding Board. The Kiddos Director is the secretary of the Advisory Committee and is responsible for supporting the activities of the committee as directed by its chair.

As Secretary of the committee, the Director will advise the Moderator on the composition of the committee and recommend candidate members to the Moderator. Up to two parents of children attending the Kiddos program may be advisory non voting members of the committee. The Moderator and Senior Minister are ex officio members of the committee.

Kiddo's Director(s)

The following areas are the direct responsibility of the Director(s):

Personnel

- Hire, direct, and supervise teachers and other staff to the minimum standards of the State of Texas Child Care Licensing program.
- Train all employees to the minimum standards of the State of Texas Child Care Licensing program
- Director will notify RRCC staff of whereabouts when not on church campus during operation of the program

Administration

- Maintain a roster of parents and children with pertinent information of each family.
- Maintain a current license as a child care provider facility in accordance with the rules of the State of Texas.
- Recruit, advertise, and promote the program with advertising and marketing when appropriate in church publications, including the church website.
- Perform routine clean-up at the close of each school day, and notify church staff of any major maintenance required.

Programming

- Development and implementation of quality religious education using age-appropriate curriculum.
- Providing a safe environment for all children.

- Offer classes Monday through Friday. Determine scheduling and class mix in conjunction with the Senior Minister and the Advisory Committee, reflecting the needs of the community.
- Communicate program goals, monthly curricular theme and activities, special notices, and general program information to the parents.

Finances

- Director will develop an annual budget of income and expenses following guidelines provided by the Administrative Team.
- Director will collect and forward income, with notation of source and intended use, to the RRCC Financial Secretary in a timely fashion and in accordance with procedures provided by the Administrative team.
- Director will forward receipts for reimbursement of expenses to the Treasurer in a timely fashion and in accordance with procedures provided by the Administrative Team.

AUTHORITY

*Section VI and Section IX of the Bylaws of Round Rock Christian Church and RRCC
OPP 1.4 – Ministry Designations*

EFFECTIVE DATE

February 7, 2008

REVISED DATE

February 7, 2008