

Knaphill Baptist Church

*PARENTS AND TODDLERS  
GROUP*



Meets every Tuesday during  
term time  
from 9.45am to 11.45am  
at Knaphill Baptist Church

## Welcome!

The Knaphill Baptist Church Parents and Toddler's Group was formed in the 1980s to provide a place for parents/carers to meet together socially with their children. The Group is intended for 'pre school' children although siblings may attend if the need arises, such as during holiday times or school 'in-service training' days. Parents/carers are responsible at all times for the safety and supervision of any children that they bring to a Session.

The Group meets every Tuesday morning during term time from 9.45am to 11.45am. There is a charge of 50p per session or £7.50 for the term.

Ellen Ives is the leader of the Group and is in charge of each Session. She is assisted by Ruth Moore.

## Duty Parents

A Duty Rota is compiled each term nominating two people to be on duty at each session. The people on duty help to prepare the refreshments, wash up the cups and beakers, clear up the activities, vacuum the floors as needed and (the most important job!) bring a cake for the parents to have with their drink!

## Equipment/Toys

We would like everybody to help with getting out the toys and putting them away. From time-to-time all the toys are cleaned and checked to ensure that they do not become hazardous to the health of the children.

Although normal wear and tear is inevitable, please ensure that the toys are not ill-treated or misused.

## Activities

At each Session there is an activity in the back room such as painting, play dough, crafts, etc. Parents/carers are responsible for supervising their children whilst they undertake these activities.

## Refreshments

Juice and biscuits are provided for the children during each Session. The juice is served in toddler beakers with lids to minimise spills and any spills should be cleaned up as soon as possible to minimise the risk of slipping. Adults usually have a cup of tea or coffee during the Sessions and are responsible for ensuring that these hot drinks do not become a hazard to the children.

## Security

During the Sessions, the main front door and the vestibule doors are kept locked. Entry to the building is gained by ringing the doorbell and the door is opened by whichever parent is available at the time to ensure that entry to and from the building is controlled during Sessions.

The back door and side gate remain locked during Sessions to ensure that no child is able to leave the building without the knowledge of an adult and no one can gain access from outside the building. Although this may cause a slight delay should the building need to be evacuated in an emergency, the security of the children is considered to be of greater importance.

## First Aid

There is a First Aid kit in the Kitchen for minor cuts, etc. and a cold pack is kept in the fridge for minor bumps, etc. The telephone in the vestry can be used to summon help in an emergency.

Any accidents must be reported in the Church Accident Book which is kept in the Kitchen.

## End of Sessions

At the end of each Session the toys are put away in the various cupboards. The toy boxes are labelled and it is helpful if the toys are put away in the right boxes!

Ellen Ives

Ruth Moore