

## **CHECK-IN & DISMISSAL**

Make sure your child has gone through the official check-in process before dropping him or her off with the correct Small Group or area. You should receive an ID tag for birth through 6th grade. Parents must pick their child up after programming.

## **RESTROOMS**

Volunteers will never go into the bathroom alone with your child. If your child needs help, two adults will assist your child. A volunteer will wait for them outside of the restroom otherwise.

## **ALLERGIES**

Please communicate any allergies your child may have to the volunteers working with your child. Parents are responsible for bringing in an "Allergy Action Plan" for their child. Church does not provide EpiPens. In absence of a parent if needing to use an EpiPen, pen will be administered by a staff or volunteer, followed by a call for a medical emergency team, and parents will be notified.

## **DISCIPLINE**

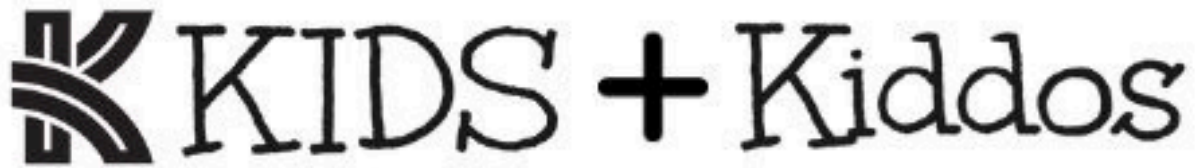
If your child is having trouble following the guidelines that have been put in place, the volunteers will first try directing the child's behavior. If that doesn't work, the director will be contacted so that he or she can handle the situation apart from your child's Small Group and parents will be notified.

## **SICKNESS POLICY**

We ask that a child be fever and/or any other symptoms free for at least 24 hours before entering the environments.

## **LEADER REQUIREMENTS**

All volunteer leaders are required to submit & complete a background check form, in addition to filling out a volunteer release form.



## **INCIDENT REPORTS**

If a child is injured in a classroom, we ask that the volunteers let their director know exactly what happened. We then take a full incident report and communicate the injury clearly to parents.

## **FIRST AID KITS**

First aid kits are readily available to our volunteers and placed throughout the children's ministry environments.

## **FIRE EVACUATION PLAN**

Our church has an emergency evacuation plan in place. There is a map on the wall by the door of each classrooms with emergency exit route to lead the children to safety.

## **ACTIVE SHOOTER RESPONSE PLAN**

The Kirk has a police officer onsite on Sunday mornings, along with a volunteer security team monitoring the doors at all times during the services. The entrance doors for both children's areas will be locked shortly after drop-off and opened back up for pick-up time. There are doorbells on the doors should you need access after they are closed.

## **LOST CHILD PROCEDURE**

Should your child get lost after he or she has been dropped off, the environment will be shut down and no one will be allowed to enter or exit until your child has been found.

## **DIAPER CHANGING PROCEDURE**

Volunteers are trained to wear gloves and sanitize the changing area. All changing tables are in open area in full view of the other volunteers.

## **TOY CLEANING**

We spray each toy with antibacterial spray and let them all air dry after all the children have left.