

CALVARY KIDS

VOLUNTEER ROLES, RESPONSIBILITIES, POLICIES + PROCEDURES

ALL CALVARY KIDS VOLUNTEERS

- **Please head downstairs as soon as the Worship Service is concluded. That means before the announcements begin. This will ensure that you are ready for when the kids are dismissed.**

NURSERY VOLUNTEER RESPONSIBILITIES:

"LITTLE SEEDS"

- Welcome parents and introduce yourself.
- **Check-In:** Please ensure that all children have their name-tag placed on their back.
- **Snacks & Drinks:** Ask parents to have sippy cups + parent-approved snacks labeled.

ALWAYS ASK FOR ALLERGIES! ALLERGIES WILL BE LISTED ON THE CHILD'S NAME-TAG. HOWEVER, IT IS A GOOD PRACTICE TO DOUBLE CHECK! IT COULD HAVE BEEN MISSED.

- **Diapers:** Parents will be notified via text if a diaper change is needed.
- **Crying policy:** try to soothe crying babies, but if child is unconsolable, please text parents to come help.
- **Sickness Policy:** Gently & lovingly inform parents if their children appear sick, they need to keep them with them upstairs and sit towards the back of the service.
- **Behavioural Policy:** Throwing toys, hitting, and biting is not allowed. Lovingly correct children if they do. Inform parents if behaviours persist via the Parent Text System. Please follow the policies found under "**Calvary Kids Policies + Procedures**".
- **Check-Out:** The child's parent or guardian will have a security code that matches the security code on their child's name-tag. Please do not release a child to another child. This is an exchange of responsibility.

TEACHER RESPONSIBILITIES:

"ROOTED SAPLINGS", "ABIDING BRANCHES" + "FRUIT BEARERS"

- **Set-Up Time:** The church is open at 8:00am. Feel free to come as early as you need to prepare for your class. The Calvary Kids computers are available to use as well as the printer.
- **Check-In:** Parents will check-in their child at the kiosk and then drop their child off at your classroom. Please ensure that they have their name-tag.

- **Bible Lesson:** Please come prepared with your lesson using your “myAnswers” login to access the “my Answers ABC” Curriculum. If you need help getting logged in please see Pastor Justin or Madison Hickey.
- **Goals:** Complete; Bible Lesson, memory verse, lesson poster and print the take home sheet.
- **Check-Out:** The child’s parent or guardian will have a security code that matches the security code on their child’s name-tag. Please do not release a child to another child. This is an exchange of responsibility.
- **Clean Up:** Please clean-up the class.

HELPER RESPONSIBILITIES:

“ROOTED SAPLINGS”

+

FLOATER RESPONSIBILITIES:

“ABIDING BRANCHES”+ “FRUIT BEARERS”

- **Check-In:** The Helper and Floater will assist parents with the iPads and printers if needed.
- Please ensure that all children have their name-tags on their person.
- Please assist **NEW PARENTS** with getting set-up and ensuring that they have a copy of the “**New Parents Information**” package physical or digital (scan QR code). Allow new parents to remain with their child if they wish.
- Remind Parents to take their children to the washroom before dropping them off.
- Assist in the class with whatever is needed.
- **Washroom:** Take children to the bathroom as needed. Please adhere to the “**Policy for Protecting Vulnerable Persons - Washroom Supervision**”.
- **Parent Text System:** This is the responsibility of the Helper/Floater. Please follow the policies found under “**Calvary Kids Policies + Procedures**”.
- **Check-Out:** The child’s parent or guardian will have a security code that matches the security code on their child’s name-tag. Please do not release a child to another child. This is an exchange of responsibility.
- **Clean Up:** Please clean-up the class.

CALVARY KIDS POLICIES + PROCEDURES

SICKNESS + FIRST AID:

- Calvary Kids is a “well-child” ministry. Children may be declined from check-in or dismissed early from class if they show signs of illness or an inability to participate with the group due to illness symptoms. They are not to have experienced any of the below symptoms within the last 24 hours:
 - **fever**
 - **vomiting**
 - **diarrhea**
 - **sore throat or cough**
 - **coloured discharge from eyes or nose**
 - **unexplained or contagious rash, lice**
 - **diagnosed illness (e.g. pink eye, measles, mumps, chicken pox)**
- Children may attend class with continually-clear runny noses or non-contagious rashes due to allergies.
- **Calvary Kids' First-Aid kit is located in the kitchen above the sink. If you have provided any First Aid (e.g applied band-aid for a paper cut) please notify the parent at check-out.**
- **If there is a serious health emergency please call 9-1-1 immediately and notify a certified First Aid person from the posted list in the kitchen. Then notify the parents and Madison Hickey and/or Pastor Justin Hickey.**

PARENT TEXT SYSTEM:

- If a child is sick, injured, inconsolable, or misbehaving either the teacher, helper or floater may contact the child's parent via text during service to have the child taken up to the service.
- **When notifying a parent via text you MUST include; the child's name, classroom and reason for notification.**
- You can use your own phone to contact the parent or you may use the kiosk iPad to message the parent.
- If a parent is unreachable please notify one of the ushers to assist you.
- Remove the child from the class so that it can continue and remain with the child in an open area.

EVACUATIONS:

- In the event that the facility must be evacuated, please take all the children in your classroom outside the main doors to the STOP Sign as a meeting area.

- If re-entry isn't possible, parents will re-connect with their children outside, proceeding with the normal check out process.

WASHROOM SUPERVISION: "POLICY FOR PROTECTING VULNERABLE PERSONS"

- Parents and guardians are to be asked to take their Children to the washroom before dropping them off at Children's Ministry.
- If a Child does need to go to the washroom, they must be escorted by an Adult volunteer, and there must always be at least three (3) individuals present. This can be accomplished by one (1) Adult volunteer taking a minimum of two (2) Children to the washroom at the same time, or by two (2) volunteers being in direct line of site of each other while taking one (1) Child to the washroom.
- Volunteers escorting a Child or Children to the washroom are to do the following:
 - If a Child does not need help in the washroom, then the volunteer is to walk them to the washroom, check the washroom for other Adults and, once empty, wait outside the washroom for the Child to finish.
 - If a Child needs help in the washroom, the volunteer must prop open both doors to the washroom with door stops before entering the washroom with the Child.
- At no point is a volunteer allowed to:
 - Be alone in a washroom with a Child when the doors are closed.
 - Change the diaper of Child or infant.
 - Enter the washroom alone with a Youth.

VOLUNTEER "CALL-IN" (SICK/AWAY) PROCEDURE:

- We understand that there are times where you may be scheduled and something comes up making you unavailable. Please follow the below steps.
1. Contact the next teacher, helper or floater in the schedule to switch with you. They will take your week and you theirs. If they are unable to switch with you, continue down the list.
 2. If none of the above options are available please contact Madison Hickey (705-955-4507 or madisonhickey@calvarylondon.com) as soon as possible.

SNACKS

CALVARY KIDS IS A PEANUT FREE ZONE.

"LITTLE SEEDS"

- Please ask parents to have sippy cups + parent-approved snacks labeled.

"ROOTED SAPLINGS" + "ABIDING BRANCHES" + "FRUIT BEARERS"

- Teachers may provide snacks to the children in their class.
- They must be new and unopened.