

Grace Fellowship

Policies and Procedures

Volunteer/Worker Requirements:

- All Homegroup childcare volunteers/workers who are 18 years and older must have a background check (done through Grace Fellowship's account with Checkr.com) and must have read, understood, and signed the Child Protection Policy as well as this document before serving.

Check-In Procedures:

- Registration will be completed for each child the first time that the child attends.
- The registration attendant will ask about any allergies their child may have.
- Children and their belongings will receive a security tag with their name, allergy alerts, and a security code on them. Parents will also receive a checkout tag or a pin number for checkout.
- If a parent is needed for any reason, they will receive a text message from our Check-in system to come to the Children's building.
- Parents must remain on the church premises while their child is checked into the children's ministry.

Check-Out Procedures:

- Parents must have their security tag or checkout pin number. If someone else is picking up a child that person must have the security tag.
- Volunteers will bring children to the front desk to meet parents.
- As the child is leaving the classroom, the teacher should mark the child off the classroom role.
- In the event that a parent loses their security tag, and they are unknown/unfamiliar to the check-in worker, then they will be asked to provide a driver's license to confirm that the child does belong to them. Children's safety is our first priority, even if it requires extra time.
- If there is any person that does not need to be able to pick up a child, their name needs to be given to the check-in worker and entered into the database.

General Classroom Security:

- Children's ministry team members will always wear name tags or some other identifying mark.
- One adult should never be alone with a child or in a classroom. Children should always be in the presence of two volunteers.
- Class rolls or rosters should be with the class at all times. Teachers should carry the roll to assembly gatherings and during class restroom trips.
- Head counts of all children should be made whenever the class or portion of the class leaves the classroom for any reason (including restroom trips and the assembly)
- Classes are provided with a jump rope to assist the children with walking in line whenever it is necessary to leave the classroom.

- Children's ministry volunteers should NEVER take photographs of children and post them online.
- DO NOT use the emergency exit doors that are in each classroom for anything other than an emergency. The only two doors to use for entering and exiting the building are the front door and the door at the end of the hall. The movers, 2-year-old, and 3-year-old classrooms may use the emergency exit door for playground access only.

Sickness Policy:

- Parents are asked not to bring their child to children's ministry programming if one of the following conditions exists or has existed in the last twenty-four hours:
 - Temp of 100 degrees or higher
 - Vomiting
 - Diarrhea
 - Severe Coughing
 - Colored nasal drainage
 - Pink eye
 - Head lice
 - Undiagnosed rash
 - Open skin lesion
 - Any infectious disease
- If a child shows signs of sickness (including, but not limited to, all the listed above) service coordinators should contact the parents and ask that the child be removed from the children's ministry area.

Food Policies:

- Due to severe allergies, we DO NOT permit any outside food being brought into our classrooms. We offer a snack during childcare
- We also only permit children to drink water during their time with us. If they do not have their own water bottle, then water will be provided for them.

Restroom and Diaper Policy:

- All diaper changes and all toilet assistance will be done by female adults. This often requires the help of a leader or registration desk attendant. If you need help, please ask.
- Diapers are to be changed on a nonporous surface. Disposable gloves are to be worn by those changing a diaper. Children are to be securely placed on the changing table. The child's bottom and buttocks are to be thoroughly cleansed with moist disposable baby wipes (approved by the parents).
- Wipe the child from front to back. The diaper and wipes are to be wrapped inside the disposable gloves and placed in a lined waste container. After placing a clean diaper on the child and re-clothing the child, the changing surface should be cleaned thoroughly with disinfectant cleaner.
- **To protect children and adults, male volunteers will not change diapers or provide toilet assistance to a child.**
- The children's ministry does not change the diaper of children over five. In this circumstance, the parents of the child must be paged.

Sanitation & Hygiene:

- The very nature of childhood behavior can create an environment that has the potential to spread infection. Therefore, it is our commitment to try and maintain the safest, cleanest atmosphere possible to ensure the health and welfare of all children.
- Hands must be washed with warm soap and water for sixty seconds after using the restroom, diapering, and after handling cleaners.
- Disposable gloves are to be worn when contact with body fluids is anticipated. This includes blood, stool, urine, nasal discharge, eye secretions, and vomit. The gloves must be discarded after each use and are never to be washed and reused.
- A disinfectant spray will be used to sanitize areas that are routinely in contact with children, such as diaper changing stations, toys, cribs, mattresses, walkers, etc., after each service and during the session if needed.

Severe Weather, Fire, or any other Emergency:

- In the event of severe weather, a fire, or any other emergency it is vitally important to remember that the safety of these children is our number one priority.
- There are instructions posted in each classroom for what to do in case of severe weather or a fire.
- As the leader of your classroom, you must remain calm and try hard to keep your children calm and safe.
- Listen to directions from the service coordinator, deacons, or pastors on how to proceed with checkout, sheltering, or evacuation.

Children Serving as Volunteers:

- Children under the age of 15 will NOT be allowed to serve in other classrooms on the Sunday mornings that their parents are serving in Foundations of Grace. While we do want our children to serve and be excited about serving, we believe that it is better for children of this age to be in their age specific classroom or in corporate worship with their parents during our Sunday morning gathering.

By signing below, you are stating that you have read, understood, and agree to abide by the policies and guidelines of the *Grace Fellowship Children's Ministry Policies and Procedures*.

Children's Ministry Volunteer:

Print: _____

Signature: _____

Date: _____