



GOSPEL CENTERED FAMILY

## Sample Checklist of General Policies & Procedures

### □ **Check-in Procedures:**

- Registration will be completed for each child the first time that 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 tag with that code.
- Registration attendants will also provide pagers for parents for all children under age two. The pager will vibrate if/when a parent is needed.
- As children enter their classrooms, teachers should make certain they have a security tag to ensure that the child has come through the check-in process.
- Each class should have a printed roster or classroom roll sheet. This should be checked or completed as children enter the classroom.
- Parents must remain on the church premises while their child is checked into children's ministry.

### □ **Check-out Procedures:**

- The classroom teacher must match the security code on the child's tag to the tag returned by the parent. All security tags have a security number on them. The parent's tag must match the tag worn by the child and the tag on the child's belongings.
- Parents must have their security tag. If someone else will be picking up a child, that person must have the security tag and their name must have been given to the registration attendant and classroom teacher as a person authorized to pick up the child.
- As the child is leaving the desk attendant or classroom teacher should take the child's sticker and keep it as a signal that the child is no longer checked in and is released from our care.
- In the event that a parent loses their security tag, they will be asked to show their driver's license. If a computer database of families is available, the registration attendant will match the license to the

child using this system. Children's safety is our first priority, even if it requires extra time.

### □ **General Classroom Security:**

- Children's ministry team members will wear nametags or some other identifying mark at all times.
- A team of two or more unrelated volunteers will staff all classrooms. Under no circumstances is a child to be left in a classroom or anywhere unattended. A parent must stay with a child until teachers arrive.
- One adult should never be alone with a child or in a classroom. Children should always be in the presence of two unrelated adults.
- 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)
- Preschool 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.

### □ **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:
  - Temperature of 100 degrees or higher
  - Vomiting
  - Diarrhea
  - Severe Coughing
  - Colored nasal drainage
  - Pink eye
  - Head lice
  - Undiagnosed rash
  - Open skin lesions

- Any infectious disease
- If a child shows signs of sickness (including, but not limited to, all listed above, service coordinators should contact the parents and ask that the child be removed from the children's ministry area.
- **Food Policies:**
  - A snack of water and goldfish or animal crackers will be served to children one-year-old and up. If lesson plans call for any snacks or food tasting other than these, a children's ministry leader will post an Allergy Alert at the check-in desk and classroom door to inform parents.
  - It is the responsibility of the classroom teacher to ensure that allergy alerts for their classroom are printed and posted before feeding the snack to children.
- **Restroom and Diaper Policy:**
  - All diaper changes and all toilet assistance will be done in the presence of two adults. This often requires the help of a leader or registration desk attendant. If you need help, please ask. Even older children who do not need toilet assistance should be taken to the restroom as a group, and two workers (male or female) should enter the restroom together with these children to provide necessary supervision.
  - The exception to this rule is at a facility with single stall restrooms attached to the classroom. Children ages 5+ may enter classroom restrooms on their own and do not need to be directly supervised.
  - 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 age 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. Objects to be disinfected include toys, teaching pictures, blocks, tables, chairs, cribs, shelves, walkers, swings, doorknobs and changing surfaces. These items should be disinfected after each session or, if appropriate, after each use by an individual child (such as a toy that has been mouthed by a child).

**By signing below you are stating that you have received a copy of the *General Policies & Procedures Checklist*. You are also stating that you have been trained on all policies covered by this checklist with your trainer and that you agree to comply with all the material listed within.**

**Children's Ministry Volunteer Signature:** \_\_\_\_\_

**Trainer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_