

Policies and Procedures

Security and Safety Issues:

In an effort to provide a safe, secure and loving environment for our children, we have established a few guidelines that will serve to protect our children, parents, volunteers, and the church as a whole.

Child Registration – Every child (Infant-6th grade) is required to have a parent/guardian sign them in every Sunday unless they are staying in service with their parents. This enables us to account for, and to meet/greet every child that enters the Route 252 ministry area, and it gives us the opportunity to know the adult(s) who accompanies that child.

ID TAG – As children get checked in, they are given a numbered ID tag with their name on it. Their parent/guardian also receives a parent tag. If a parent is needed at any time during the service (*due to crying, illness, injury, or behavior*) their child's ID # will be put up on the screens during the service and a security person will escort them to their child's room.

Dismissal Guidelines – Children will not be released from class to anyone other than their parent(s) or legal guardian. In order to pick their child up from class after the service, parents must have the matching #ID tag. In the event that the ID tag is lost, or there is any concern, a license will be needed as proof of identification as the guardian. If the child is not picked up in a timely manner, the teacher will accompany them to find their parents.

Teacher identification – All volunteers in the children's area are asked to wear a name badge as a means of identifying them as an authorized volunteer to be in the kid's areas. If someone comes to your classroom and says they are a parent or "just want to look around" please direct them to an available CM host, security worker or staff member who can escort them through the Children's Ministry area. If you have any questions about someone coming into your classroom, please contact Jennifer.

Room Ratio Policy – Ensuring our children's safety is vital. These volunteer to child ratios help us reinforce this value as we connect with kids. Along with safety, it also ensures that ministry is done with excellence and it shows our volunteers that we value their serving.

... Room Ratios for Each Room/Age Level ...

Infant Nursery	– 1:2	Pre-School	– 1:8
Toddlers (2-3 yrs.)	– 1:4	Elementary	– 1:10

At no time while serving in the nursery should any one person be left alone in a room with kids and no other help. If you ever find yourself in this situation as a lone volunteer, please leave the door open and find another approved volunteer or Jennifer to let them know more help is needed.

APPROVED SNACKS ARE PROVIDED FOR OUR YOUNGER CLASSES. ALWAYS CHECK ALLERGY TAGS AND PLEASE NOTE THAT THE SCHOOL IS A PEANUT FREE ZONE.