

FELLOWSHIP *City* CHURCH

Fellowship City Kids Care POLICY AND PROCEDURES

Fellowship City Church and the Fellowship Kids Ministry are dedicated to the spiritual development of all children beginning at the youngest of age — our infants. Because of this commitment certain policies and procedures have been put in place in order to ensure safety, welfare, and spiritual growth of the children entrusted in our care each week.

CHECK-IN AND CHECK-OUT

We believe that first impressions make a huge difference in assuring families their children will be safe, loved and cared for. Because of this, we follow these general guidelines:

Check-In Procedures

- Be present in the room AT LEAST 20 MINUTES prior to when families will arrive.
- Greet families quickly and with a smile.
- Make sure each child has a name label on his/her back. Please label any bags, bottles, snacks, etc. being left in the room as well. Blank labels are provided on the counter to use as needed.
- Before parents/guardians leave...
 - confirm whether or not they are comfortable with you changing their child's diaper or if they would like to be contacted.
 - communicate how you plan to contact them in the event that they are needed (i.e. by text, phone call, or by page on the screen in the sanctuary)
 - remind them they will need to have their security tag present for check-out

Check-Out Procedures

- When parents return to pick up a child, ask them for the security tag. Verify that the number on the tag matches the number on the child. Once this verification is made your child may be released.
- If the parent does not have a security tag, DO NOT release the child into their care. Notify a member of Fellowship City Staff and they will take the necessary steps to release the child to the parent.

SAFETY AND SECURITY

We treat the safety and security of our children with the utmost importance. Because of this, we follow these general guidelines:

Room Safety

- Children are to never be left alone with only one adult in the room.
- Children must remain in the room the entire time UNLESS you are taking them to the restroom or courtyard. Volunteers and children should not wander outside of the room at any time.
- No rough housing is allowed. If a child hits, kicks, bites or harms another child after one warning, contact the parents immediately. An incident report will then need to be filled out. These are located on clipboards on the counters of the rooms.
- Maintain a calm environment. If you have to correct a child's behavior, use a firm but soft tone.
- Under NO CIRCUMSTANCES should you ever use physical force to reprimand a child.
- Hold, rock, read to and/or play with the children depending on their need.
- If a child is inconsolable for 5 minutes, contact the parents/guardians immediately.
- In the event that you need to lock the room down, move the magnet strip on the inside of the door frame up and pull the door closed quickly.

Injuries

- If a child is injured, notify the parent IMMEDIATELY.
- Fill out an Incident Report for ALL injuries (no matter how minor). These reports are available in each of the rooms. If you cannot find one, ask a staff member to locate one for you. When the parent/guardian pick up the child, have him/her sign the form. Make a copy if requested. Original form must be turned into the office.

Illnesses

- If a child has a runny nose, persistent cough, fever, rash, or any other signs of illness, we will not admit the child.
- If the childcare worker notices signs of illness during the service time, the child should be removed from the room and parents notified. Children with a clear runny nose or rash due to non-contagious allergies may be admitted.

FOOD AND DRINK

Due to the large number of children we serve, and the vast array of allergies, we believe it's extremely important to be careful with any food or drinks present in the room. Because of this, we follow these general guidelines:

- All bottles, sippy cups, snacks or food containers MUST be labeled with the child's name before parents/guardians leave the room.
- No food is to be given to the children UNLESS specified by the parents/guardians or by the Kids Ministry staff.
- Under no circumstance should children share food with one another.

DIAPERING/RESTROOM GUIDELINES

Protecting our children, and the integrity of our caregivers, is of the utmost importance. Because of this, we follow these general guidelines:

Diaper Changing Protocols

- A male may never change a child's diaper unless the child belongs to him.
- Only a female adult over 18 years of age may change a diaper.
- You may only change a diaper in the presence of another adult.
- If a parent/guardian requests to be contacted if his/her child needs a diaper change, please contact them immediately.
- The following steps should be taken when changing a child....
 - NEVER leave a child unattended on the changing table.
 - Always have one hand on child.
 - Use a clean diaper from the child's diaper bag. If the child does not have a diaper use one provided in the room.
 - Put latex gloves on your hands.
 - Change soiled diaper.
 - Discard soiled diaper and gloves in diaper pail.
 - Wipe down the changing pad with a disinfecting wipe.
 - Wash your hands thoroughly.

Restroom Protocols

- Keep the entry door to the restroom propped open.
- If a child needs help wiping or dressing, contact the parent/guardian immediately or find another adult to act as a witness while you assist the child.
- Make sure the child washes his/her hands thoroughly before returning to the room.

CLEAN-UP AND DISINFECTING:

Since infants' and toddlers' play items frequently end up in their mouths, cleaning and disinfecting toys is very important to prevent the transfer of infectious organisms. Because of this, we follow these general guidelines:

- Return all of the toys back to their original spot.
- Place all broken toys or toys that have been sucked on in the proper baskets.
- Spray the entire area down with the safe spray provided in the room.
- Empty the trash and/or diaper pail out if there are dirty things in them. Bags can go into the trash cans in one of the restrooms.
- Turn the lights off before leaving the room.
- If there are any supplies that need to be restocked (i.e. tissues, paper towels, etc.), please leave a note on the counter or notify the Kids Ministry Director.

By signing this document, I acknowledge that I have read, understand, and agree to the policies and procedures established by Fellowship City Church. In the event that I do not adhere to these policies and procedures, I understand that I will be removed from the Kids Care Team immediately.

Printed Name

Signature

Date