

Children's Department Rules and Procedures

...Shewing to the generation to come the praises of the LORD, and his works that he hath done.
Psalms 78:4

I. Responsibilities

- A. If you are unable to work your scheduled service, you need to trade for a replacement. Adults trade with an adult, teens trade with a teen. Please do not wait until the night before if possible. Please notify me about changes needed if you cannot find a replacement or it will affect several turns in your schedule.
- B. Pray for the children and for your attitude before you come to church.
- C. BE ON TIME! Be in the classroom 15 minutes before the service begins. This means leaving your Sunday School class by 10:20 to give time to use the restroom and gather belongings before going to your assigned room. This will ensure no one is missed at sign-in and will not cause chaos before the scheduled service, as parents/guardians want to be on time for services. PLEASE remember to grab your badge at the Welcome Center. This shows parents you are the worker for the day and gives you access to the gym doors.
- D. Room Preparation:
 - 1. Check the room for orderliness:
 - a. Nursery workers - check for any safety issues, remove any broken toys, make sure diaper bags, purses, etc. are on the carpet side out of reach of children. Keep sippy cups/bottles on the counter, unless they are being used, to ensure they are sanitary. Turn on walkie talkie.
 - a. Children's Church workers-check for any safety issues. Make sure walkie talkie is turned on.
 - 2. Prepare anything for your lesson (Children's Church workers)
 - 3. Wash Hands before working with the kids.
- E. Shut door and lock door at service time. Make note of how many children you have or take attendance to ensure you know what kids are in your care and ensure they stay in your care and remain safe.
- F. Clean up and departure for Children's Church
 - 1. All equipment surfaces (i.e. table, countertop, and chairs) must be cleaned with Clorox Hydrogen Peroxide spray at the end of each session.
 - 2. Any carpet spill should be cleaned immediately.
 - 3. Take out trash (to the trash can nearest your room).
 - 4. Check the bathrooms in the gym to ensure toilets are flushed, sinks are shut off, and lights/fans are turned off.
 - 5. Spray doorknobs. Wipe off the light switch.

6. Turn off walkie talkie, lights, and shut door.
7. Turn in your badge to the Welcome Center table.

G. Clean up and departure for Nursery:

1. All equipment surfaces that were used (i.e. walker trays, swings, table, countertop, and chairs) must be cleaned with sanitizer solution at the end of each nursery session.
2. All toys that were mouthed must be cleaned with sanitizer solution.
3. Any carpet spill should be cleaned immediately.
4. Remove crib sheets (if used). Ensure all cups/bottles are returned to the parents and not left behind to sour.
5. Clean any toys that were placed in a child's mouth.
6. Take out trash (to the nearest trash can).
7. Spray doorknobs. Wipe off light switch and gate.
8. Turn off walkie talkie, lights, and Shut door.
9. Turn in your badge to the Welcome Center table.

II. Guidelines

- A. Talk positively to the children and to each other. Don't complain to the parents/guardians about how the child behaved but go ahead and talk about any problems that need addressed, be brief.
 - C. Go with children to the bathroom if you think there will be a problem. Make sure they wash their hands (and wash them properly). Make sure you set the example by washing your hands also.
 - D. Cleanliness:
The classrooms should remain as clean as possible since the church is only cleaned once a week by volunteers. The workers should follow the guidelines stated earlier for cleaning the room. Workers should wash their hands after cleaning any bodily discharge, such as wiping noses, changing diapers, or taking a child to the bathroom.
 - E. Do not spank. Do not threaten. A child causing a problem may be placed in the corner or pulled aside and talked to. Explain to them that their behavior is not allowed here. Follow our discipline rules.
 - 1st offense: Verbal correction
 - 2nd offense: Time Out (one minute for each year of their age, up to 5 minutes)
 - 3rd offense: Time Out (no more than five minutes)
 - 4th offense: Call in Parents/guardians via text to parent or use walkie talkie to get security. If a parent must be called in, the Children's Director needs to be informed of the situation after service in case this becomes an ongoing problem.
 - 5th offense: repeated poor behavior for a second week and the parent/guardian will be asked by the Children's Director to keep the child out of the class for an agreed period.
1. Do not tell a child more than once to stop or that you will place them in the corner. When you tell a child to stop, they need to learn to stop, not be given

several chances to stop. This also is lying to the child, tell the child and follow through with what you say.

2. Do not let children mouth off. This only teaches a child it is ok to mouth off and that they will get away with this behavior every time.
3. If a child cries when put in the corner, do not try to stop the child from crying. Most times children cry when punished, they cry to try to get out of the punishment.
4. Do not force a child to say sorry. If a child does something to you or another child, you may place them in the corner or verbally reprimand them. Forcing a child to say sorry is teaching them to lie. Instead, tell the child that they should be sorry for what they've done. If they are truly sorry, they will apologize, otherwise, they will eventually learn their lesson, but not learn to lie by saying sorry when they are not.
5. After placing the child in the corner and when you are ready to remove the child from the corner, ask the child why they were placed in the corner. It is important for a child to learn from their punishment. Before the child leaves the corner, make sure they have learned why they were placed there and not to do it again.

F. Love each child without favoritism.

G. Use snacks sparingly. This will keep mealtimes from being disrupted at home and keep children from believing it is a snack time instead of time to learn about God.

H. Do your best to have the room looking orderly for when the parents/guardians return.

I. Wash off the hands and faces (if dirty) of all the children before the service is over so parents don't return to a dirty child. Try to keep clothing clean during crafts or snacks. Nursery Workers – Try not to hand a parent a child with a dirty diaper.

J. Hand the children over to the **adult** that has that child's sticker ONLY. No matter what the person says, we can only return the child to the adult with the sticker. ONLY ADULTS (18 and over) may pick up a child from nursery or children's church and they MUST have their sticker. If they do not have a sticker, then they must present an ID showing they are the parent listed on the sticker.

K. Our Policy on Sick Children: We must consider the health of all children in our care. Ask parent/guardian to keep their child out of the class if:

- They have a cold with a yellow or green runny nose.
- They have had a fever or vomited in the past 24 hours.
- They show any other obvious signs of illness or contagious disease.

K. Do not allow anyone in the class except the children that are to be in the class. After and before services parents/guardians, teens, and other children tend to come into the classrooms instead of going to service or going to the lobby. This causes too much confusion for the children and the workers. If they want to see a child, they can wait until the parent/guardian (or **adult** with sticker) retrieves the child from the nursery/children's church.

L. Emergency Procedures:

Please refer to the posted emergency procedures in each room. If a serious injury occurs, one worker needs to stay with the child while the other calls 911 or uses the

walkie talkie to get security, if necessary, and get the parent/guardian. A First Aid Kit is in each building. (In Gym – next to carport exit) An AED with adult and child pads is in the church lobby. We have all hopefully attended Alice Training and First Aid/CPR training. If you have not, please see Catherine Pence to schedule training. We know that in the event of an active shooter or such, we will be told via walkie talkie to lock down. In your room, ensure the doors are locked, undo the Velcro loop on windows to close curtains, and shut any blinds. Turn off lights in the room and try to keep children together and quiet. Try to reassure the children that they are alright and keep them calm. DO NOT open the door of your classroom for anyone unless an all clear is given over walkie talkie or an officer is at the door saying it is clear. Please use the walkie talkie to alert security of anything you notice that does not seem right. This could be a person walking the church grounds, someone trying to enter other doors of the building besides the front door, someone trying to enter the gym via the intercom that you do not recognize as a parent of the children, etc. This will give them time to investigate and ensure our safety.