

Kid Connection General Safety Information

Elementary Sign in Procedures

Children cannot be admitted until the classroom is “two deep,” meaning two unrelated volunteers are in the classroom. Teachers should be in their classrooms by 8:45 to receive children into the room.

Before 9:00: Children will get their nametag from the board and be signed in by a parent in the North Hallway. They will receive a green ticket to show the teachers they have signed in. Parents are encouraged to walk their children to class.

Half-Time (10:15-10:45): Children who arrive between services will be signed in at the table next to the visitor registration desk. They will receive a green ticket to show the teachers that they have signed in.

During first or second service: Children who arrive late to either service will be signed in by their parents at the sign-in table next to the visitor registration desk. They will receive a green ticket so that teachers will know they were signed in.

Elementary Dismissal Procedures

Between 1st and 2nd hours (10:15 – 10:45): Parents should fill out a red slip at sign in to let teachers know they will be leaving after first service. **Children cannot be released independently at any time during the morning.** Instead, coordinators will escort children leaving between services to room 142/144 where their parents can sign them out. All parents are required to show their parent ID card when picking up their child.

After 2nd hour (12:00): Parents will pick up their children in their classrooms. All parents are required to show their parent ID card when picking up their child.

Two-Deep

No child will be allowed into a classroom until two ministry team members are in the classroom. If a parent volunteers to stay until other workers arrive, children may then be allowed into the room, but only if an assigned teacher is also present. Family combinations, such as husband/wife or parent/child, do not count as two-deep.

Allergy/Medical Conditions

- The parent needs to complete the Medical/Allergy information form.
- The supervisor will talk to the parent so that they have a clear understanding of the child's needs.
- The parent needs to provide a personal beeper number, cell phone number, or location, and let us know of any changes.
- The coordinator is responsible to instruct the ministry team for that child.
- If the child has a MINOR allergic reaction (itching, rash, nausea, etc.) the parent should be contacted and they will determine the child's needs and give medicine if needed.

NOTE: Church staff and volunteers never administer medicine. The only exception is the administration of an Epi-pen in a life threatening situation.

If the child has a MAJOR allergic reaction (shortness of breath, hoarseness, wheezing, etc.) and an Epi-pen has been provided, we will administer the Epi-pen immediately and call 911 and the child's parents.

Well-Child

We want to provide a healthy environment for all children in our classrooms. For the sake of all the children, please enforce the following guidelines. Any child entering a classroom must be free of the following symptoms for at least 48 hours:

Physical Incident or Injury

Any unusual incident or accident (i.e. injury, biting, etc.) is reported to the ministry coordinator. In addition, an Incident/Accident Report is completed for the protection of the team members and the children involved. The form is signed by two people on the ministry team as well as the parent(s). The report is then given to the coordinator or supervisor for any further follow-up.

- o Fever
- o Cold/flu
- o Green or yellow runny nose
- o Persistent cough
- o Diarrhea
- o Vomiting
- o Discharge in or around the eyes (conjunctivitis/pinkeye)
- o Rashes and skin eruptions
- o Any contagious disease

Universal Precaution Guidelines

Universal precautions are used to prevent the spread of disease, and are the standard in childcare today. All ministry team members will:

- o Wash hands before and after bathroom use and before serving food.
- o Use hand sanitizer when hand washing is unavailable.
- o Wear disposable gloves when exposed to blood or body fluids, inc. stool, urine, nasal discharge, or vomit.
- o Use a blood barrier like paper towel or gauze when dealing with bloody nose or injury.
- o Discard blood stained material in a sealed plastic bag.
- o Report all incidents to staff .
- o Call maintenance for all blood and body fluid clean up at 314-807-5875.

Fire/Emergency Procedures

In case of Fire, tornado, or Earthquake, each classroom has an emergency instruction sheet and exit map posted.

Ministry teams are responsible for reviewing and becoming familiar with proper procedures.

Fire Evacuation

1. Take the Weekly Attendance Roster with you.
2. Take a "head count" before you leave the room. One team member should be at the beginning of the line and one at the end. If you have a third person on your team, that person can help to hold the outside doors open.
3. Turn off the lights in your classroom
4. Close the door.
5. Follow the route designated by the map on your wall.

6. When you get out to the designated area, take a quick head count. Then take roll and make sure the children marked present are with you.
7. Report to your Coordinator that all children and team members are accounted for.
8. Do not go back inside until the all clear signal is given.

Tornado

1. Go to an inside wall in the hallway. Do not use the elevator.
2. Crouch on the floor facing the wall, bend over with your hands on the back of your neck ("duck and tuck").
3. Keep away from glass doors and windows.

Earthquake

1. Crouch under tables near inside walls.
2. Crouch on the floor facing the wall, bend over with your hands on the back of your neck ("duck and tuck").
3. Stay away from outside walls and windows.
4. Be prepared for after-shocks.

Elementary Bathroom Guidelines

The children may use the bathroom without adult supervision (depending upon the age and responsibility of the child). Volunteers should never be alone with children in the bathroom. They will send the children one at a time and monitor their return.

Ministry Team Member Name Tags

All ministry team members are expected to wear Kid Connection lanyard name tags with photo ID. This allows parents to identify them as a ministry volunteer and promotes familiarity and security for parents leaving children in the classroom. Visiting parents/adults should get a visitor tag from the Visitor Registration Desk.

Volunteer Staff Applications

All Kid Connection volunteers are required to complete an application form prior to serving in ministry. There is a separate form for teens. All adults undergo a nationwide criminal background check before serving.