

## Kid Connection General Safety Information

### **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.

### **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.

### **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.

### **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:

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

### **Sign in Procedures**

Parents will check in students at the check in kiosks and obtain a nametag and parent pick up tag. Guests should go to the Registration Desk to check in.

### **Early Childhood Dismissal Procedures**

Parents will pick up their child in the classroom. A classroom teacher will compare the code on the parent pick up tag to that on the child's nametag before releasing the child.

### **Elementary Dismissal Procedures**

During services: A volunteer from the Visitor Registration Desk will escort parents back to pick up children during services. A classroom teacher will compare the code on the parent pick up tag to that on the child's nametag before releasing the child.

Between first and second hours (10:15-10:45): Children whose nametags do not indicate that they are staying for both services will be escorted by their coordinator to room 142 where their parents pick them up.

After second hour: Elementary students are dismissed from their classrooms. Leaders should be sure to compare the code on the parent pick up tag to that on the child's nametag before releasing the child before allowing the child to leave the classroom. If a parent does not have their tag, they may show a drivers license at the Kid Connection Registration desk and a staff member will give them a slip to authorize the child's release.