

Christ Church Kids Policies & Guidelines

Registration (Check-In/Out) & Security Procedures

Volunteer Screening Procedures

All Christ Church Kids workers and teachers receive a background check and undergo the appropriate training.

Parents and guests who are not regular volunteers must check in with the Director of Christ Church Kids and receive a guest name badge.

Check-In

Children under the age of three should be checked-in by their parents who will fill out a security sticker that goes on the child's shirt.

Preschool through fourth grade children are dismissed out of the worship service and have no formal check-in procedure; these older children check themselves in so we have a record of which children are in classes for any emergency situation. A registration/medical authorization form must be on record for each child. Parents are also welcome to walk their children out of the service to check them in.

Check-Out

Parents will pick up all children in their classrooms. The parents of children under three need to present their security sticker stub to pick up their children. Children will not be released to older siblings.

Security

In order to keep Christ Church Kids a safe and secure environment for parents and children, the following security measures are constantly in effect:

All paid childcare workers have had full background checks. At all times we have at least one paid worker in each room.

No adult is to ever be alone in a classroom with an individual child. Every classroom should have two adults present at all times if possible. [No adult men will ever be alone with children; adult women should avoid being alone with a child. In the rare case where this is unavoidable, the door should be left open.]

Only women will accompany children to the bathroom and take a second child along when possible.

Parents in the Room

CHRIST CHURCH KIDS

LEARN + LOVE + LIVE

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One of the primary values of Christ Church Kids is to provide a safe environment for children each week. A parent may choose to stay with his or her child during the service to observe the environment or comfort the child. Parents are always welcome to visit, but they must follow the Christ Church Kids guidelines. They must be checked in as a visitor and receive a guest name tag. Since they do not have an application on file, they are not allowed to be alone with children, lead children in activities or small groups, or care for any other child except their own. Parents may be asked to remain in the room by a teacher and/or leader if behavioral problems or special needs require it.

Building Evacuation

In the event of an emergency and the building needs to be evacuated, the Director or substitute Director will serve as the point person. If the Director is not in the room, another adult will provide leadership. The teacher will gather their small groups together and follow all exit signs and exit the building at the closest door.

All infants will be immediately placed in baby carriers/cribs/strollers (if available) and carried outside. All toddlers will be immediately placed in strollers (if available) and walked or carried outside.

Upon exiting the building, every group will gather at a safe location and check their attendance sheets to make sure all children have been accounted for. All children will remain with their Teacher/leader until a parent/guardian has arrived.

At Christ Church of Berkeley, there is one set of stairs down to the main level of the building that leads outside.

At Christ Church of Rockridge, there are three sets of stairs. One set of stairs that you use when coming upstairs from the sanctuary. There is an additional set of stairs that lead down into the basement of the church which are entered from inside the large, main classroom. Finally, a third set of stairs that lead out the back of the large teaching room directly outside to the playground.

Earthquake

Immediately move children away from windows and cabinets.

Help children “duck and cover” next to and not under a sturdy piece of furniture with their heads down and arms protecting the back of their necks. Be sure to protect yourself, so you can continue to care for the children. If you are holding a baby, move away from windows and cabinets. Drop to one knee and bend forward, cradling the baby against your chest with your hand under its head next to your raised knee. With your other hand/arm, cover the back of your neck. Protect yourself until the shaking stops, so you can continue to care for the babies.

If the room is dangerous or you see damaged walls, ceilings or windows, evacuate the children.

Procedures for General Wellness & Accident Awareness

General Wellness Guidelines

For the health of our children and families, please do not send your child to Christ Church Kids if they have had the following symptoms in the last 24 hours:

- Fever of 100 degrees or more
- Diarrhea
- Vomiting
- Runny nose, other than clear
- Severe coughing
- Pink eye
- Sore throat

In the event of a contagious disease (lice, chicken pox, etc.) all parents will be notified by phone or email ASAP.

Medication

Christ Church Kids staff and volunteers WILL NOT administer any medication except in life threatening situations when there is not enough time for a parent to come to the room and give it. In a situation where a child has a potentially life-threatening condition and medication may need to be given, a Medication Authorization form should be completed and signed by the parent.

Each time a parent drops off a child and his/her medication, clear directions must be written out by the parent outlining the symptoms present when medication is needed and how it is to be dispensed. The form is to be given directly to the Director by the parent so the Director can read the directions and ask for clarification if necessary.

Accidents/Health Conditions

If a leader or volunteer encounters a life threatening situation (loss of consciousness, significant blood loss, difficulty breathing), they will immediately call 911 from a cell phone or the phone in the lobby, giving them the following information:

- Type of injury or health condition
- Information about the injured person: age, gender, etc.

Simultaneously, by another leader or volunteer, the parents/guardians will be notified and told that 911 has been called.

Minor accidents (bumps, bites, bruises, scrapes, etc.) will be handled in the classroom. Band-aids are kept in Christ Church Kids first aid kit; ice can be found in the kitchen. Parents/guardians will be notified in these situations to make them aware of the minor accident.

An Incident Report will be filled out prior to leaving for the day. This report will include a record of the situation and the all details that led to the minor accident. This report will be filled out by all who witnessed the accident. All incident reports will remain on file with the Director.



Disability & Child Abuse Prevention Guidelines

Disabled Children

Special needs children are to be a part of the whole, not separated from the group. The child is to be included in all activities offered. Any child who needs assistance in being able to fully participate within Christ Church Kids or for the protection of them or others needs someone to oversee their care. The child will be matched with a volunteer to work one-on-one within Christ Church Kids to give them the best experience possible for learning about God's love. The goal is for all children to actively participate in Christ Church Kids without special assistance.

Mandated Reporters for Child Abuse

By California law, our volunteers are NOT mandated reporters of child abuse because they are not properly trained.

California law mandates that all clergy members and church officials are mandated reporters. All instances of child abuse will be reported as soon as possible.