

# Parent Responsibility

For the safety and well-being of your child, please adhere to the policies and procedures that are outlined in this document. A complete copy of the Children's Ministry Policy is available upon request.

## Alerts and Requests:

1. If your child has any allergies or special conditions, please explain them to the staff member or volunteer leading your child's class. For allergies, make sure that a note about the allergy has been made in the check-in account on the iPad. If the allergy is correctly notated in the system, the allergy will appear on the printed name tag.
2. Alert the teachers if your child is potty training. Please take potty-trained children to the restroom before dropping them off in class.
3. We welcome parents to spend up to 3 weeks acclimating their children to the class. Once your child feels comfortable, we encourage you to leave your child in class so that you may enjoy the Adult Sunday school class or corporate worship.
4. It is often most beneficial to quickly drop off your child, as this reduces separation anxiety and helps the child more quickly adjust to the classroom.
5. Drop off your child at the welcome desk in the check in lobby, rather than entering the classroom. This reduces confusion and crowding in the hallway between the classes.
6. Whenever possible, allow one parent or guardian to drop off and pick up your child in order to prevent crowding in the lobby.

## Items you Bring:

1. Label all of your child's belongings, including diaper bags, cups, bottles, pacifiers, etc.
2. All bottles must be pre-mixed. Nursery workers are not allowed to mix formula for health and sanitation reasons.

## Tags:

1. Every parent or guardian is required to create a profile for their family on our computer system in Planning Center. This system generates our name tags.
2. Every parent or guardian must print off a name tag for their child and its corresponding security tag prior to sending the child to the appropriate classroom down the short hallway. This is a security measure to prevent unauthorized people from accessing children.
3. Once the name tag is printed, affix it to the child's back. Parents should retain the security tag portion as it is required for pick up.

## Security for Child Pick Up:

1. As mentioned above, each child (or family of children) receives a name tag and security tag prior to Sunday School. Parents must retain the security tag portion for a scanned check out. Manual (typing) check out is a secondary method of check out and should only be used in the case of a lost scanned ticket in which the welcome desk volunteer is familiar with the family. No adult can pick up a child without the corresponding security tag without direct consent and supervision of the welcome desk volunteer or Children's Church Coordinator.

## Volunteering:

1. We encourage parents to volunteer in our classes. Please contact our Children's Church Coordinator about volunteering.

**Wellness:**

1. Children (plus staff and volunteer teachers) must be symptom free from the following illness without medication for 24 hours before entering the classroom:  
Fever of 100 or higher, Vomiting or diarrhea, Conjunctivitis (pink eye or other eye infection), Undiagnosed Rash, Nasal drainage that is green or yellow, Sore throat, Open sores, Cold, Excessive coughing, Head Lice, and Children recently diagnosed with RSV, influenza, hand foot and mouth disease, chicken pox, or pertussis.  
Nursery workers may not serve with a cold sore.
2. If a child shows signs of sickness, including, but not limited to the above list, ministry volunteers should contact the parents and ask that the child be removed from the children's ministry area.
3. If a child develops any of these symptoms while in class, the parent will be contacted to pick up the child. If a parent cannot be reached via in person, or by cell phone, the child will stay outside of the class with the supervisor or greeter.
4. Check in tags for children with allergies will have that allergy noted on it through Planning Center (our check in system). Parents should also discuss allergies with teachers at drop-off.

**Injury and First Aid:**

1. We can administer only Band-Aids and Ice Packs (parents may provide other means).
2. For children with severe allergies requiring an epi-pen, please give it to the classroom teacher.
3. If there is an injury in the classroom, the teachers and/or volunteers should immediately tell the Children's Church Coordinator. Any injury must be reported since some trivial injuries can turn out to be serious. The teacher must complete an Incident/Injury Report Form (located in the church office) as soon as possible, to be filed, and have it copied for the parent to take home.

**Evacuation:**

1. In the event of an emergency while the parents are in the main building, and the children's church building is not compromised – staff and children are to remain in their respective classrooms. Respective class teachers are responsible only for the students in their class. Parents may pick up their children at the following locations to prevent congestion in the check-in lobby.
  - a. Little Wanderers (0-2): Picked up at the door on the parking lot side of the building.
  - b. Scouts (2-4): Picked up at the door on the parking lot side of the building.
  - c. Warriors (5-7): Picked up at either of the two doors in the courtyard.
  - d. Commanders (8-10): Picked up in their upstairs classroom.
2. In the event of an emergency in the children's church building or the upstairs classroom, and a swift exist is required, the respective classrooms are to take the following prioritized actions.
  - a. Quickly calming the children and instructing them to stay together while you make your way as a group to the lawn, through the courtyard of the church property.
  - b. If the lawn is compromised and not safe, and proximity to the church buildings is not in the best interests of the groups, all of the groups are to cross the church parking and wait along the fence line of the homes on Longview.
  - c. At both emergency pick up locations – the children will only be allowed to leave with the person who checked them in and can display the check-out tag.

**Please sign, signifying that you have read and will comply with these policies:**

Name (Print): \_\_\_\_\_ Date: \_\_\_\_\_

Child/Children in ministry: \_\_\_\_\_

Signature: \_\_\_\_\_ Relation to Child/Children: \_\_\_\_\_