

Children's Ministry Protocols

Sunday and weekday children programs

Guardians/Parents

Before the classroom

Illness/spreading prevention

Due to COVID-19, whether vaccinated or not, all volunteers and children (4 years old and up) must wear a mask and regularly sanitize their hands between transitions to prevent any potential spread in the case one is to come in contact with the virus. Only volunteers may remove masks when at 6ft+ distance from others for specific reasoning (example: when telling the story). Kids will be allowed mask breaks by being removed from their peers and facing away anyone with a 6ft distance.

Check-in/Check-out

Check-in

Get the [Church Center App](#) to make checking-in easy and quick

New Attender/Guest: A registration form, which will be located at either check-in station, is to be completed by the guardian dropping off their child(ren) before they are submitted into the children's ministry program. New attenders/guests will be given a guest check-in name tag and parent code.

Regular Attender: All children must be checked-in via PCO check-in station (any check-in location labeled for Children's Ministry). Please place the nametag on child's clothing in a visible location or on their back if they tend to remove them. Make sure all information, especially allergies or medical information, is correct before dropping off your child. A regular reminder of allergies or crucial medical information to the adult volunteer of the children's ministry program is advised.

Infants and Toddlers Specific: Guardians of infants and toddlers will be given a pager in the case that a guardian needs to return to their child for numerous reasons.

In open space drop-off: Please be adamant to verbally acknowledge a volunteer when checking-in your child and assure that your child has been checked-in. Drop offs without the acknowledgement will not be permitted and the child's guardian will be called.

Entering the classroom: Please remind your child to first go wash their hands for 60 seconds with soap and water before playing with toys or friends. Each classroom has a designated bathroom for convenience. Remind your child to also fasten their masks and keep it on as much as possible, mask wearing will be enforced for children in preschool and older.

Check-out

Guardian Code: Keep your guardian code with you in order to pick up your child after the gathering or program session. Children will not be permitted to leave with an adult if a code is not given to the volunteer leading the program. In the case you misplace it an identification will need to be shown to make sure the guardian name matches with the child's account. If someone else is picking up your child, please make sure to inform volunteer leaders and send the picture of your child code to the person picking up your child. We would rather take the time to be safe than rush to a dangerous situation.

In open space pick-up: Please be adamant to verbally acknowledge to a volunteer when you are picking up your child. Remind your child that they are to wait for you to approach the check-out station and not go to your parked car or walk home. The guardian code must still be collected by a volunteer.

Prompt pick-ups: Parents/guardians are expected to pick up their child within 5 minutes of the gathering. Please mingle with friends and members after you have picked up your child. Our Volunteers also have busy and important schedules and we are to honor their time by being prompt to allow them to leave shortly after the gathering and see their community as well.

Classroom Safety

Basic security

Volunteers will have a uniform of some sort, such as a Name Tags (Orange Kid's specific)

Two Adults at all times when kids are present. In the case a volunteer is running late parents must wait and stay with their child until that volunteer arrives.

Ratios *(If ratios are being hit, children of volunteers have first priority in being in classrooms. This will be a first come first serve basis. Only with first time guests or newcomer will the extension of ratios be considered)*

- Infants 1:2
- Toddlers 1:3
- Twos/Three's 1:4
- Preschool/Kinder 1:5
- Elementary 1:5

Sickness

Guardians are asked not to bring their child to children's ministry programming if one of the following conditions exists or has existed in the last twenty-four hours:

- | | |
|--|--------------------------|
| o Temperature of 100 degrees or higher | o Pink eye |
| o Vomiting | o Head lice |
| o Diarrhea | o Undiagnosed rash |
| o Severe Coughing | o Open skin lesions |
| o Colored nasal drainage | o Any infectious disease |

If a child shows signs of sickness or has been in contact with anyone that has shown signs of a spreadable sickness (including, but not limited to, all listed above) service coordinators should contact the parents and ask that the child be removed from the children's ministry area.

If you think there is any chance you or your child has come in contact with someone who has had or been exposed to COVID, please do not drop them off in a classroom. Any potential exposure will conclude to closing down Sunday programs for all.

Food policies

A snack (such as but not limited to: goldfish, crackers, cheez-its, gummies, juice and water) will be served to children one-year-old and up. If lesson plans call for any snacks or food tasting other than these, a children's ministry leader will post an Allergy Alert at the check-in station and room door to inform guardians.

Restroom and diaper changing

All diaper changes and all toilet assistance will be done in the presence of two adults (meaning not in another space where an adult would be alone/isolated with a child). If you need help, use the walkie-talkie to call over a Family Ministry staff to come and assist. Even older children who do not need toilet assistance should be taken to the restroom as a group, and two workers (male or female) should enter the restroom together with these children to provide necessary supervision. For elementary age children, no assistance will be provided, however, children will only be able to go to the bathroom one at a time.

The exception to this rule is at a facility with single stall restrooms attached to the classroom. Children ages 5+ may enter classroom restrooms on their own and do not need to be directly supervised.

Diapers are to be changed on a nonporous surface and will need to be done at a designated diaper changing station. Disposable gloves are to be worn by those changing a diaper. Children are to be securely placed on the changing table. The child's bottom is to be thoroughly cleansed with moist disposable wipes (approved by parents)

Wipe the child from front to back. The diaper and wipes are to be wrapped inside the disposable gloves and placed in a lined waste container. After placing a clean diaper on the child and re-clothing the child, the changing surface should be cleaned thoroughly with disinfectant cleaner.

The children's ministry does not change the diapers of children over age three. In this circumstance, the guardian of the child must be asked to come and do so.

Sanitation and hygiene

Hands must be washed with warm soap and water for sixty seconds after using the restroom, diapering, and after handling cleaners.

Disposable gloves are to be worn when contact with body fluids is anticipated. This includes blood, stool, urine, nasal discharge, eye secretions, and vomit. The gloves must be discarded after each use and are never to be washed and reused.

A disinfectant spray will be used to sanitize areas that are routinely in contact with children, such as diaper changing stations, toys, cribs, mattresses, walkers, etc., after each service and during the session if needed. Objects to be disinfected include toys, teaching pictures, blocks, tables, chairs, cribs, shelves, walkers, swings, doorknobs and changing surfaces. These items should be disinfected after each session or, if appropriate, after each use by an individual child (such as a toy that has been mouthed by a child).

Classrooms will be as open as possible. This means doors and windows will be open or outside time will increase to create a safer environment in light of the Coronavirus. Please make sure your child has an extra layer during the cold seasons. Fans and air purifiers will be placed in each classroom.

Behavior policy

In the event of a child acting inappropriately according to the classroom rules and setting the following will happen:

1. A child will receive verbal correction, potential a second or third depending on the severity of the behavior.
2. A CM staff will intervene and assess the situation and aid the child in regulating appropriate classroom behavior.
3. Guardian of the child will be called to assist their child or remove them from the classroom.

If the child is causing physical or emotional harm to him/herself or another, only then will physical assistance be used to prevent the continuous harm if the child is unable to take verbal directions.

Frustration towards a volunteer will not be tolerated. Any disagreement or complaint is to be brought to a Family Ministry staff only.

Parent/Guardian Expectations

Volunteer/staff and parent interactions

Parents/guardians are expected to engage with volunteers that are serving them and their children. Please be persistent in acknowledging, checking-in and getting to know your child's leader. It is a selfless act for our volunteers to be in the classroom to teach children about God and His love, they are not staff members paid to be there. We collectively want to continuously appreciate all that they do.

Continuing the lesson

Parents/guardians are expected to continue lessons and learning of the Sunday lesson outside of Sunday. There are a variety of resources and avenues to receive these resources regularly. Together we will be able to create a lasting and impactful faith in our children that lasts into their adult years. Regular reminders to children of their leaders' names, the memory verse or simple dissecting of the lessons will help them stay engaged for future lessons.

TLC Code

Sunday mornings can be stressful when you're trying to get to church on time and many factors come into place. The TLC code has two parts:

Your part: Please make sure when dropping off your child to set them up for success. First time drop off can be hard, but we want to make sure you give your child a proper goodbye and not just sneak away when they do not notice. The more positive and affirming we make drop offs in the beginning the better down the road drop offs will be.

Please make sure that your child has been reminded of rules (our 3 R's: Respect others, Respect myself, Respect this place), has been fed and provided proper clothing for the weather and play.

Our part: Having a rough morning or recently going through something hard? Let us know! You can add "TLC" to your child's name tag so when leaders see it they can know that if your child is in need of extra support.

Emergency Situations

In the case of an emergency, do your best to stay calm and use your best judgment to ensure the safety of the children in your care. It is important to know the location of the attendance sheet or iPad, walkie-talkie, large furniture (such as tables), and hiding areas that are not easily seen from the window or door. In the case a guardian comes for their child, verbally tells them to assist and stay with the rest of the group to make sure we don't leave anyone behind.

Fire

In the case of a fire on the church side of campus, gather attendance sheets/iPad and walkie-talkie. If an emergency backpack or first aid is easily accessible to carry, bring it with you. Have children calmly line up (hand hold or utilize walking rope available) and collectively go to a safe location (Evacuation routes are posted at entrances of rooms).

Earthquake

In the case of an earthquake, first instruct children to go under the nearest stable table, tuck their heads down and cover the back of their necks with both their hands. In the case there are not enough tables or there are no tables, have kids create shelter by tucking their heads down and covering the back of their necks. Stay covered until the earthquake is over. When it is deemed safe, gather attendance sheets/iPad and walkie-talkie, gather children, have them line up and leave to a safe location (Evacuation routes are posted at entrances of rooms). We are aware of

fallen dangerous items that may have fallen or created an unsafe path. Also be aware in the case of an aftershock to find an open area with the least amount of tall items (such as trees and buildings). If needed, have children create self shelter again.

Dangerous person on campus

In the case of a dangerous person on campus, you will be signaled via walkie-talkie to lock or barricade doors, close any windows and blinds possible and find the most hidden location (consider bathrooms, closets, and flipping tables on their sides) in the classroom that is away from visibility from anyone outside to gather the children. Remain calm and assist children with staying as hidden and quiet as possible. Do not open the door until advised through the walkie-talkie. After it is safe, gather the attendance sheet/iPad, walkie-talkie, line up the children and walk to the safe location (Evacuation routes are posted at entrances of rooms).

Child related emergency

In the case a child is severely injured or experiencing a medical emergency, walkie-talking a FM staff member with your location and level of urgency. Make sure the scene is safe for you to engage, if bodily fluids are involved do your best to put on gloves, comfort the child as safely as possible to prevent further injury and have the other adult leader gather the rest of the children as far away from the scene as possible. 911 will be called by a staff member as well as AED and CPR in the case that it is needed.

COVID exposure

Dropping off your child to a PCC Sunday School or Children's Program is an automated consent that you understand that in the case of a COVID exposure, PCC is not liable. The following will take place if a report is given that a child in one of our programs receives a positive COVID result:

PCC will close down some to all Sunday School or Children's Programs for X amount of time. X is based on PCC assessment of the situation and county recommendations. The exposure notice will be reported to the PCC Central Service team so that we may inform those who may have been in contact with the virus. **We will not share the name of the person who tested positive without permission.** If your child tests positive and has recently used the Sunday School or Children's Programs within the last two weeks, call or email PCC immediately so we can make sure that all who have been exposed are informed.

Volunteers

(Very similar to parents portion except additional information to Screening and Training, Classroom Safety and Food Policies)

Before the classroom

Screening and Training

- All Volunteers have submitted a [Volunteer Application](#)
- All Volunteers must do a [Live Scan](#) and have it approved before serving with minors
- All Volunteers must do all necessary trainings before starting

Illness/spreading prevention

Due to COVID-19, whether vaccinated or not, all volunteers and children (4 years old and up) must wear a mask and regularly sanitize their hands between transitions to prevent any potential spread in the case one is to come in contact with the virus. Only volunteers may remove masks when at 6ft+ distance from others for specific reasoning (example: when telling the story). Kids will be allowed mask breaks by being removed from their peers and facing away anyone with a 6ft distance.

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Entering the classroom: Please remind your child to first go wash their hands for 60 seconds with soap and water before playing with toys or friends. Each classroom has a designated bathroom for convenience. Remind your child to also fasten their masks and keep it on as much as possible, mask wearing will be enforced for children in preschool and older.

Check-out

Guardian Code: Keep your guardian code with you in order to pick up your child after the gathering or program session. Children will not be permitted to leave with an adult if a code is not given to the volunteer leading the program. In the case you misplace it an identification will need to be shown to make sure the guardian name matches with the child's account. If someone else is picking up your child, please make sure to inform volunteer leaders and send the picture of your child code to the person picking up your child. We would rather take the time to be safe than rush to a dangerous situation.

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Prompt pick-ups: Parents/guardians are expected to pick up their child within 5 minutes of the gathering. Please mingle with friends and members after you have picked up your child. Our Volunteers also have busy and important schedules and we are to honor their time by being prompt to allow them to leave shortly after the gathering and see their community as well.

Classroom Safety

Basic security

Volunteers will have a uniform of some sort, such as a Name Tags or Volunteer tags.

Each room will be resourced with an iPad where you can see children being Checked-in that will be in your room. The iPad will also control the classroom music, and be a tool to access the lesson plan or videos that support the lesson.

Walkie Talkies

- Channel 1 = emergency for ALL PCC to hear
- Channel 2 = All CM classrooms to hear (leave it on this one)
- Channel 3 = Private direct message to CM staff (switch to this so all don't hear)

Two Adults at all times when kids are present. In the case a volunteer is running late parents must wait and stay with their child until that volunteer arrives.

Ratios *(If ratios are being hit, children of volunteers have first priority in being in classrooms. This will be a first come first serve basis. Only with first time guests or newcomer will the extension of ratios be considered)*

- Infants 1:2
- Toddlers 1:3 (1:4 if easy group)
- Twos/Three's 1:4
- Preschool/Kinder 1:5
- Elementary 1:5 (1:6 maybe 1:7 depending on guest and maturity of group)

Sickness

Guardians are asked not to bring their child to children's ministry programming if one of the following conditions exists or has existed in the last twenty-four hours:

- | | |
|--|--------------------------|
| o Temperature of 100 degrees or higher | o Pink eye |
| o Vomiting | o Head lice |
| o Diarrhea | o Undiagnosed rash |
| o Severe Coughing | o Open skin lesions |
| o Colored nasal drainage | o Any infectious disease |

If a child shows signs of sickness or has been in contact with anyone that has shown signs of a spreadable sickness (including, but not limited to, all listed above) a CM Staff will contact the parents and ask that the child be removed from the children's ministry area.

If you think there is any chance you or your child has come in contact with someone who has had or been exposed to COVID, please do not drop them off in a classroom. Any potential exposure will conclude to closing down Sunday programs for all.

Food policies

A snack (such as but not limited to: goldfish, crackers, cheez-its, gummies, juice and water) will be served to children one-year-old and up. If lesson plans call for any snacks or food tasting other than these, a children's ministry leader will post an Allergy Alert at the check-in station and room door to inform guardians.

It is important to double check that allergy alerts for their children's ministry program are printed and posted before feeding the snack to children.

If a guardian of an infant provides a bottle for their child, you may feed the child based on parents instructions. Please obtain consent to feed the child before doing so during check-in/drop-off.

Restroom and diaper changing

All diaper changes and all toilet assistance will be done in the presence of two adults (meaning not in another space where an adult would be alone/isolated with a child. If you need help, use the walkie-talkie to call over a Family Ministry staff to come and assist. Even older children who do not need toilet assistance should be taken to the restroom as a group, and two workers (male or female) should enter the restroom together with these children to provide necessary supervision. For elementary age children, no assistance will be provided, however, children will only be able to go to the bathroom one at a time.

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Wipe the child from front to back. The diaper and wipes are to be wrapped inside the disposable gloves and placed in a lined waste container. After placing a clean diaper on the child and re-clothing the child, the changing surface should be cleaned thoroughly with disinfectant cleaner.

The children's ministry does not change the diapers of children over age three. In this circumstance, the guardian of the child must be asked to come and do so.

Sanitation and hygiene

Hands must be washed with warm soap and water for sixty seconds after using the restroom, diapering, and after handling cleaners.

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Classrooms will be as open as possible. This means doors and windows will be open or outside time will increase to create a safer environment in light of the Coronavirus.

Behavior policy

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2. A CM staff will intervene and assess the situation and aid the child in regulating appropriate classroom behavior.
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Our part: Having a rough morning or recently going through something hard? Let us know! You can add "TLC" to your child's name tag so when leaders see it they can know that if your child is in need of extra support.

Emergency Situation

In the case of an emergency, do your best to stay calm and use your best judgment to ensure the safety of the children in your care. It is important to know the location of the attendance sheet or iPad, walkie-talkie, large furniture (such as tables), and hiding areas that are not easily seen from the window or door. In the case a guardian comes for their child, verbally tells them to assist and stay with the rest of the group to make sure we don't leave anyone behind.

Fire

In the case of a fire on the church side of campus, gather attendance sheets/iPad and walkie-talkie. If an emergency backpack or first aide is easily accessible to carry, bring it with you. Have children calmly line up (hand hold or utilize walking rope available) and collectively go to a safe location (Evacuation routes are posted at entrances of rooms).

Earthquake

In the case of an earthquake, first instruct children to go under the nearest stable table, tuck their heads down and cover the back of their necks with both their hands. In the case there are not enough tables or there are no tables, have kids create shelter by tucking their heads down and covering the back of their necks. Stay covered until the earthquake is over. When it is deemed safe, gather attendance sheets/iPad and walkie-talkie, gather children, have them line up and

leave to a safe location (Evacuation routes are posted at entrances of rooms). We are aware of fallen dangerous items that may have fallen or created an unsafe path. Also be aware in the case of an aftershock to find an open area with the least amount of tall items (such as trees and buildings). If needed, have children create self shelter again.

Dangerous person on campus

In the case of a dangerous person on campus, you will be signaled via walkie-talkie to lock or barricade doors, close any windows and blinds possible and find the most hidden location (consider bathrooms, closets, and flipping tables on their sides) in the classroom that is away from visibility from anyone outside to gather the children. Remain calm and assist children with staying as hidden and quiet as possible. Do not open the door until advised through the walkie-talkie. After it is safe, gather the attendance sheet/iPad, walkie-talkie, line up the children and walk to the safe location (Evacuation routes are posted at entrances of rooms).

Child related emergency

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