

# GRACE KIDS POLICIES/PROCEDURES

## WELLNESS POLICY:

To help keep everyone healthy, kids will not be admitted into class with any of the following symptoms and/or illnesses (including, but not limited to):

- Fever within the past 24 hours
- Questionable rashes
- Coughing
- Diarrhea
- Active Chicken Pox
- Measles/Mumps
- Hand, Foot and Mouth Disease
- Pink eye
- Lice

Any kid on antibiotics should have been administered at least 24 hours before coming to any kids service, activity, or event. Volunteers cannot administer any medication.

## CHECK-IN/DROP OFF:

- Upon arrival for services, please go to one of the check-in kiosks to print a name tag for your kid(s) and a pick-up tag for you.
  - Note: Three name tags will print. Place one on your kid and give one to the group leader for their roster. The third tag is your pick-up tag. Be sure to hold on to your pick-up tag, as you will need to show it when you pick up your kid(s).
- You will then take your kids to their room. (Match the location noted on name tag to the sign by the door. Room locations may vary by service time.)

## TAG DETAILS:

If your kid has allergies or other concerns, ask a volunteer at the Welcome Center to have it printed on the name tag for volunteers to see each week.

Unique pick up codes are randomly generated for each kid, each time you check in.

## CLASSROOM SECURITY:

General Security Guidelines:

- Volunteers should be ready to receive your kid(s) at each room 10 minutes before each service start time. Please do not leave your kid(s) if volunteers are not in the room.
- Volunteers should always wear name tags while in the room.
- Rooms will remain locked at all times. When rooms are in use, doors will be at least propped open. In an intruder emergency the doors can be quickly secured.

## BIRTH - KINDERGARTEN:

Kid safety gates or split doors are in place at each door. For the security and safety of the kids, group leaders will receive kids from you and present kids to you at the door. Younger kids may be lifted over the gates.



### KID RELEASE/PICK UP:

- You will be asked to show your pick up tag when you come to pick up your kid(s).
  - Please note: If you misplace your pick up tag, please ask leader in the room to call for a staff member on the walkie. They will confirm that you are the kids parent or guardian by comparing the information in our database to your driver's license.
- Older siblings and/or other family members are welcome to pick up kids, provided they have the pick up tag.
- For safety purposes, once a kid has been released, they will not be allowed to re-enter the room. If they have forgotten something, a volunteer will be happy to retrieve it for them.

### EMERGENCIES:

If your kid needs you during the service, we will text you. Please keep your cellphone silenced but handy during service. Please let us know if your cell phone number changes. If you receive a text, we ask that you please exit the auditorium immediately and go to meet a GK representative who will escort you to your kid.

### EMERGENCY PROCEDURES:

- Procedures are in place and are posted in each room in case of fire, tornado, or other major emergencies.
- You will be texted in the case of a medical emergency involving your kid.

### RESTROOM BREAKS:

- If your kid's room has a restroom, they will be allowed to go one at a time as needed.
- If your kid's room does not have a restroom, a volunteer will escort kids to the restroom as needed.
  - The volunteer will take two or more kids to the restroom so they are never alone with a kid.
  - The volunteer will check the restroom for other adults or youth; kids will be allowed to enter when the restroom is clear of adults and youth.
  - The volunteer will remain in the hallway outside the restroom door. If another adult or youth approaches, they will kindly be asked to use a different restroom. Each campus has specific restrooms that are reserved for kids only during weekend services..

