



# GRACE KIDS

## Wellness Policy

Children will not be admitted into class with any of the following symptoms and/or illnesses (including, but not limited to):

Fever within the last 24 hours	Impetigo
Questionable rashes	Active Chicken Pox
Coughing	Measles/Mumps
Diarrhea	Pink Eye
	Lice

Any child on antibiotics should have been on the drug for at least 24 hours before coming to any children's service or activity. Volunteers will not administer any medication.

Be sure to hold on to your claim check, as you will need it when you pick up your child.

2. You will then take your child/ren to their classroom (location noted on name tag & on hanging wall sign).

## Classroom Security

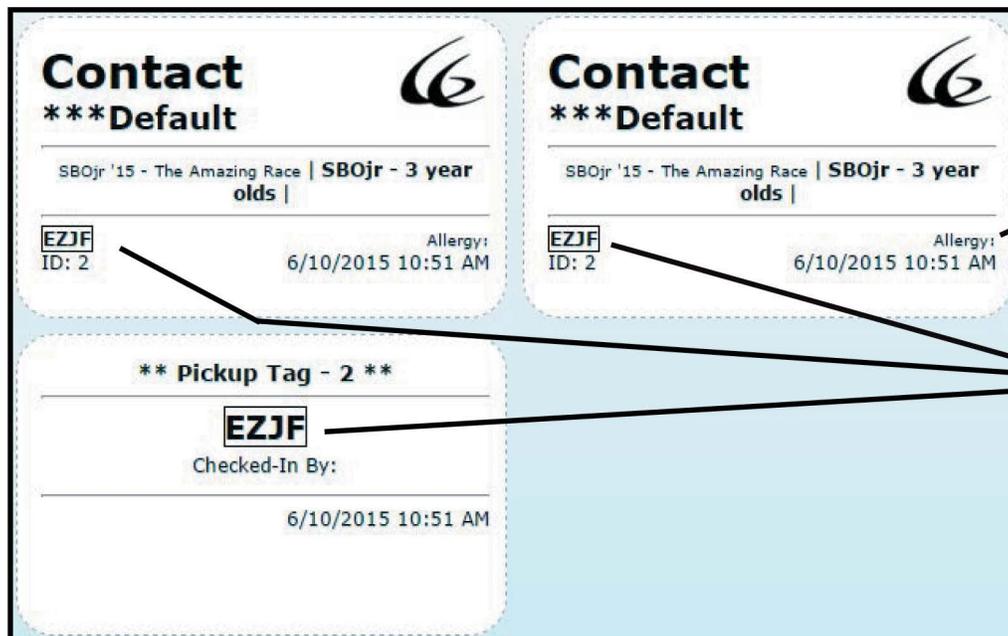
### General Security Guidelines

1. Volunteers should be ready to receive your child at each classroom for 15 minutes before each service. Please do not leave your child/ren if volunteers are not in the room.
2. Volunteers should always wear name tags while in the classroom.
3. Adults may not enter any classroom without a name tag. If you would like to enter your child's classroom, please get a "Grace Kids Visitor" name tag from one of our Grace Kids staff.
4. Classrooms should remain unlocked while in use.

## Check-In/Drop-off

1. Upon arrival for services, please go to one of the check-in stations to get a name tag for your child/ren and a "claim check" for you.

Note: two name tags will print: place one on your child & give one to the teacher for the roster.



If your child has allergies or other concerns, tell the volunteers at the check-in station. They can have it printed on the name tag

Family Codes

## Grace Kids Jr. Classrooms

Child safety gates should be in place at each door. For the security and safety of the children, teachers will receive children from you and present children to you over the gate.

## Child Release/Pick Up

1. You will be asked to present your claim check when you come to pick up your child/ren from the classroom.  
Please note: If you do not have the claim check upon pick up, please ask the teacher to call for a staff member on the walkie. The staff member will confirm that you are the child's parent or guardian by comparing our check-in database and your driver's license.
2. Older siblings and/or other family members are welcome to pick up children, provided they have the claim check in hand.
3. For safety purposes, once a child has been released, they will not be allowed to re-enter the classroom. If they have forgotten something, a volunteer will be happy to retrieve it for them.

## Emergencies

If your child needs you during the service, we will text you so please keep your cellphones silenced but handy. We ask that you please exit the auditorium immediately and go to the downstairs Welcome Center to meet a staff member who will direct you to your child's room.

## Bathroom Breaks

3's and 4's: There are bathrooms in these Grace Kids Jr. classrooms. Children will be allowed to go one at a time as needed. Bathrooms are equipped with half doors.

If a volunteer needs to help a child, the upper portion of the door will remain partially open. Only female volunteers will assist children in the bathroom if needed.

5 years old through 5th grade: For security purposes a volunteer will escort children to the bathroom. Volunteers will take no less than two children to the bathroom at one time. The adult volunteer will check the bathroom for other adults or youth; children will be allowed to enter when the bathroom is clear of adults and youth. The adult volunteer will remain in the hallway outside the bathroom door. If another adult approaches, they will kindly be asked to use the bathrooms down the hall.

## Emergency Procedures

Procedures are in place and are posted in each classroom in case of fire, tornado, or other major emergencies. We have medical personnel on call during all services in the case of a medical emergency.

You will be called in the case of a medical emergency involving your child.



“All your children shall be taught by the LORD, and great shall be the peace of your children.”

Isaiah 54:13

