

Grace Community Church in Overbrook

Children's Ministry Safety Policy

Policy #01-004

**Approved By the Church Cabinet
March 27, 2007**

Senior Pastor

Date

Chairman of the Congregation

Date

Policy

Children's Ministry Safety Policy

PURPOSE: The leadership of Grace Community Church realizes that the safety and welfare of the children of the church should be one of the highest priorities of the church. To ensure this priority is met and to assure parents and other members of the community that children who are a part of the educational activities of this church are safe and secure, this safety policy is implemented. The policy also includes a general information form for parents of children as well as information in regard to personal safety, allergies and illness.

POLICY: Administration of this policy shall be under the general responsibilities of the Director of Children's Ministries and Church Business Administrator. The responsibilities associated with the administration of this policy are as follows:

- Develop, distribute and maintain a general information form for nursery and/or pre-school which must be completed by the parents of children who wish to be a part of the Children's Ministry programs within the church. For the purposes of this policy, children's programs are those for age groups of 4th grade and below.
- Ensure that each parent of children enrolled in Children's Ministry programs receives a copy of this policy. A cover letter introducing the policy to parents should be written by the Director of Children's Ministries and attached to the policy prior to being handed out to parents.
- Enforce the provisions of this policy.
- This policy shall be contained as a part of the information packet which includes the policy and the general information form(s). The information form and policy information documents shall be attached and the policy contained therein shall be adopted by reference.

Children's Ministry Safety Policy

GENERAL SAFETY: Grace Community Church would like to thank you for the opportunity that you have blessed us with by entrusting your child/children in our care. We have put together this policy so that our volunteer workers/teachers will know what to do and so that parents can have peace of mind knowing that their children are safely cared for.

In case of an accident in which one or more children is injured the parents/guardians will be paged to come immediately so that our teachers can explain the situation without it being during the business of pick-up time. Both the parents of the injured and the injurer will be contacted. That way both parents will know the situation and can help to comfort their child if need be. If the situation of repetitive discipline problems (ex. hitting, kicking, biting) the parents may be asked to accompany their child to help out with supervision, and help to intercede if the situation may arise again.

For your peace of mind and ours, all of our nursery/preschool/K-4th grade Children's Worship workers (youth and adult) have filled out a background check/application and have been approved by a review board to work with your children.

All of our approved staff can be identified by their name badge that shows that they are an approved nursery/preschool/K-4th grade Children's Worship worker. You can safely place your child in the care of an identified staff member.

We use a name tag, number paging system to contact you in case we need you for any reason for your child. You will see the number on the large screen in the worship center, in the lower corner. This is also our check-out system to make sure that an approved person is picking up your child. The person picking-up your child must have the matching number to your child in order to be able to check him/her out.

Nursery

We ask that parents check their child in at the door and hand them over the door to avoid the possibility of fingers/toes getting shut in the door. This also helps to not upset other children by the door being opened/closed repetitively.

ILLNESS: We do our best to keep the nurseries/preschool/K-4th grade Children's Worship room clean and germ free. While we do all we can to keep your children healthy, we must have your help to be successful.

Grace Community Church provides a well baby nursery/preschool/ Children's Worship room and we are not equipped to care for children who are not feeling up to par. Please do not bring sick children into the nursery/preschool/Children's Worship room. We will not accept children for check in to the nursery/preschool/Children's Worship room who are visibly ill and we will come get you if we notice symptoms once they are checked in.

Please do not bring your child to the nursery/preschool/Children's Worship with the following symptoms:

- Coughing (constantly)
- Sneezing (with continual mucus)
- Runny nose - discolored mucus
- Fever in the last 24 hours
- Diarrhea in the last 24 hours
- Vomiting in the last 24 hours
- Skin Rash
- Discharge from the eye or Pink Eye

If your child has a non-contagious skin rash please speak to the Nursery Director/Preschool Teacher/Children's Worship Leader.

In addition, if your child comes down with a contagious illness (other than a cold or the flu) after you take your child home, please let us know so that we can notify other parents as necessary.

If you have questions or concerns, please contact Becky Bruno - Director of Children's Ministry - at (785) 665-7117.

ALLERGIES: Your child may be given a snack while they are in our care.

- Parents of a child with allergies to any food will be responsible for alerting a staff member to the child's allergies each and every time the child is checked in to the nursery/preschool/Children's Worship room.
- The parent will place a green allergy alert bracelet on the wrist of the child to alert other staff and volunteers to the child's allergies. Bracelets are available at each classroom check in desk.
- Before giving a child a snack, the children will be checked for an allergy alert bracelet.
- The only beverage served in the nursery/preschool room will be water. Babies/Children may have bottles/sippy cups containing liquids other than water, however they will not be allowed to carry the bottles/sippy cups around the room.

If you have questions, please contact Becky Bruno, Director of Children's Ministry at (785) 665-7117.

Infant and Toddler Nursery Child Information Sheet

Child's Name _____

Birth date _____

Parent's Names _____

Our nursery policy is that if a child cries for 15 minutes non-stop, we will page the parents to come get the child.

My child sleeps on BACK STOMACH
Usual nap Time _____

Pacifier YES NO

Feed bottle at _____

Nursing YES NO

Can child have nursery snacks? YES NO

Any allergies? YES NO If so please list:

Potty Trained? YES NO

What does your child say when they need to use the restroom?

Special Instructions _____

More on Back

Address _____

City _____ **State** _____ **Zip** _____

Phone Number _____

E-mail _____

Preschool & K-4th Grade Child Information Sheet

Child's Name _____

Birth date _____ Grade _____

Parent's Names _____

Address _____

City _____ State _____ Zip _____

Phone Number _____

E-mail _____

Can child have snacks? YES NO

Any allergies? YES NO If so please list:

Special Instructions _____
