



## **Children's Ministry Policies and Procedures**

At Capital Life Church, we teach biblical principles to enrich the lives of every child that visits or goes through our program. We strive to model Christ and God's love for each child. Our goal is to provide safe, stimulating, God-centered care for CLC children from birth to age 12.

### **Children's classes**

- Infants: Birth to 18 months
- Toddlers: 18 months to 4 years
- Preschool: 4-6 years
- Primary class: 6-12 years

The Children's Director must approve admittance of a child into a class if not in the age range listed above for each class.

### **Classroom policies for the Infant, Toddler, and Preschool classes**

- The Infant class must ALWAYS have a minimum of 2 volunteers if more than one baby is present.
- Volunteers and parents are the only people allowed in the classroom with the children.
- Parents who are volunteering or helping in a class may bring their child into the class with them only if approved by the Children's Director.
- All children must have a visitor form (3 visits or less) or enrollment form (regular attendee) completed by parent/guardian, in order to join the class.
- Parents must take a number when signing in their child and return the number when signing out child.
- Only a parent/guardian or persons specified on enrollment form may pick up a child from the classroom.

### **Classroom policies for the Primary class**

- Class starts after worship time. Children are to attend worship with parents and should not be wandering the halls unsupervised during worship time.
- The Primary class teacher is responsible for checking children into the classroom.

- Once they have joined the class, children are not allowed to leave the class area for any reason unless accompanied by a teacher.
- The Children's Director is responsible for obtaining enrollment forms for primary-age children.
- Children MUST be signed out of class by a parent/guardian or a person specified on the enrollment form.

If a volunteer at ANY time feels additional help is needed, he or she should immediately notify the Children's Director. The Children's Director will either stay and help or obtain additional volunteers for that class. If no additional volunteers are available, parents will be asked to come and help in classroom.

### Child-to-Adult Ratios

The standard child-to-adult ratios are followed and shown below. We will stop admitting children to the classroom once those ratios have been met, and ask parents to stay with their child and help in nursery/classroom until additional help can be found. We will advertise the need to the church body during service. If we still do not have enough volunteers, parents will be asked to stay and help or bring their children into service with them.

Infants: 1:3 (volunteer/children)

Toddlers: 1:6 (volunteer/children)

Preschool: 1:7 (volunteer/children)

Primary class: 1:12 (volunteer/children)

### Child Sickness Policy

Children with any signs of contagious illness or symptoms listed below may NOT be admitted into the classroom.

- Fever greater than 100 degrees Fahrenheit
- Vomiting or diarrhea
- Severe sore throat (unless strep throat is ruled out by a doctor)
- Any substantial unexplained rash (excluding diaper rash)
- Croup, severe cough, or shortness of breath
- Childhood illness or virus such as chicken pox, fifth disease, measles, mumps, flu, etc.
- Lice or scabies

- Pink eye or other eye infection (All eye infections are contagious. The child must be on medication at least 24 hours and exhibit no symptoms before entering the classroom.)

Children recovering from viral illnesses must be fever-free for 24 hours prior to Sunday service in order to enter the classroom.

### Hand Washing Policy:

One of the best ways to prevent the passage of germs is by correctly washing hands. It's important to teach our children and model for them frequent hand washing.

Hands should be washed with soap and water or sanitizing gel:

- Before handling food or snack (for teacher)
- Before and after changing diapers (if a child has a poopy diaper, hands should be washed with soap and water only)
- After helping a child in the bathroom
- After wiping and blowing noses

### Diaper Changing:

Please make sure to check diapers throughout service and 30 minutes prior to end of service. Our goal is that every child go home with a clean and dry diaper.

- There is one designated area for changing diapers. All children should have their diapers changed in the same area, in order to maintain child safety.
- Wash or sanitize hands prior to changing diapers.
- Wash and sanitize hand after changing diapers.
- Be sure to wipe down diaper area with disinfection wipes after changing diaper.

### Restroom Policy

For the protection of our children and our volunteers, it is required that we follow these procedures when taking a child, preschool or below, to the restroom.

- A volunteer is never allowed in a bathroom alone with a child.

- Assist children with their clothing in the open doorway before they go into the bathroom if necessary.
- Encourage children to do as much of this for themselves as possible.
- If needed, please stand with your foot in the door to monitor the needs of the child.
- If you have an emergency situation where a child is sick or needs your assistance, please prop open the bathroom door and ask a coordinator to come into the bathroom and assist you. Please contact the parents if there is a problem or if the child is indeed sick.

For Primary age, the rule is to use the buddy system. At least one other child of the same sex must accompany them to the restroom and they must return together.

### Emergency Plans

**For all emergency plans, never release the children to anyone other than the parent or guardian. The Children's Director must complete a final head count first, and then the parent/guardian MUST sign out the child before releasing them.**

Fire evacuation procedures:

If the fire alarm goes off in the building, please follow these instructions:

1. Our first concern in the event of an emergency is to evacuate the children safely. Do not leave the children to announce the emergency to other classes or to check on your own children. All teachers and staff will evacuate all children safely.
2. Stay calm.
3. Use a calm voice and line children up to evacuate the building.
  - Infants and babies will be held or placed in the crib and rolled out of the building until the parents come.
  - Toddlers and preschoolers will hold hands and proceed out following the teacher.
  - Older children will line up and walk to the courtyard outside of the building.
4. Teachers and workers should conduct a head count as you leave the room and again once outside.

5. One adult should be at the front of the line and if possible another at the back while exiting. The last adult should visually check the room for vacancy.
6. Lead the classes directly outside the front doors, turn to the right and proceed down the hallway and out the doors on the left into the courtyard.
7. At this time, the director will check the roll for the sign-in sheet for the final head count.

### Severe Storms or Power Outage

If another type of weather emergency happens (tornado, severe storm, loss of power), follow the instructions below:

1. Stay calm.
2. Bring the children together to sit still in a group in the middle of the room.
3. There should be a flashlight in each classroom bin.
4. Tell the children a story or sing songs to keep them calm until the lights come back on or you are given further instructions.

### Lock-down or bomb threats

If a stranger with a weapon is seen in the church, or some other type of similar emergency, we will be in communication with outside sources and will make you aware when the building is safe.

In case of this kind of emergency, please follow these instructions:

1. Stay in your classrooms.
2. CLC staff will notify you when it is okay to leave the classroom and will give you updates as we know.
3. If you are asked to evacuate the building, follow the evacuation procedures as listed under fire emergency.