

ST ANDREW'S

Children's Ministry

Policies and Procedures

Parent Guide

WELCOME TO THE KID'S MINISTRY

VISION STATEMENT

To help children learn their part in the re-evangelization of the world and the transformation of our society.

MISSION STATEMENT

To connect kids and their families to the presence and power of Jesus Christ.

EXPERIENTIAL LEARNING GOALS

INFANTS

Through the hands of nurturing caregivers, God loves me and takes care of my needs.

PRESCHOOLERS

God made me.

God loves me.

Jesus wants to be my forever friend.

ELEMENTARY AGE CHILDREN

I can trust God no matter what.

I need to make wise choices.

I should treat others the way I want to be treated.

I am created to pursue an authentic relationship with my creator.

SECURITY

SECURITY TAG SYSTEM FOR EARLY CHILDHOOD CLASSROOMS

CHECK-IN

- Children need to be registered in order to attend any area of the Children's Ministry. All children already registered must check in each week at the check-in desk.
- Parents must place a tag on themselves and a tag on the child before the child may enter the classroom..
- Teacher at door ensures children are tagged.
- Teachers should check each child's name tag to see if there are any allergies.
- If parents are needed to pick up a child before the service ends, contact the Director immediately so they may reach parents to request that they come back to the Kid's Ministry area.

*Note that due to COVID policies only one parent should check-in or pick-up child/children and temperatures will be taken before entry to the Children's Ministry area is permitted.

SIGN-OUT

- Parent will come to Kid's Ministry area door for pick up.
- Parent must have a matching tag to pick up the child.

CONTROLLED ACCESS

Only children, St. Andrew's staff, and adults with clearance are allowed in the children's area during Sunday morning services. Doors giving access to the children's area will be monitored to prevent unauthorized access. A staff member will check for security tags and grant access to authorized adults during service times. Any other adult that is permitted to enter the area due to an emergency must be escorted by an employee or scheduled volunteer at all times.

VISUAL PAGING SYSTEM

A visual paging system is located in the sanctuary building that displays the security tag number on the screen. The number on the security tag is the number assigned to a child for the service or event and can be found on the corresponding parent tag. Should a parent need to come back to the Kid's Ministry area, the security tag number will be displayed on the screen which indicates your need to immediately proceed back to the Kid's Ministry area. Only one parent should come back at a time.

SAFETY GUIDELINES

INJURIES/INCIDENTS

- All incidents and injuries will have an Accident Report Form filled out by the teacher pertaining to the occurrence. The Director will inform parents upon pick up of the incident and have them review the form and sign. Parents will be called back to the Kid's Ministry area immediately should the incident be severe.

FOOD SAFETY

BABIES

- Infants are to be fed only as instructed by the parents. No baby less than 1 year can have anything to eat without the permission of the parent. Bottles need to be clearly labeled with the child's name.
- Parents are encouraged to feed children before services begins.

TODDLERS/ELEMENTARY AGE CHILDREN

- Only approved snacks supplied by Children's Ministry are to be given to children.
- No outside food will be given to the children without the director's approval.
- No foods with peanut products are to be served at any time.
- Sippy Cups should be clearly labeled with the child's name.

STAFF

- Each Classroom will be staffed by one Lead Teacher and one volunteer
- All Lead Teachers and volunteers are required to complete Darkness to Light Training
- All Lead Teachers are required to be CPR certified.

EMERGENCY PLANS

FIRE

Teachers and volunteers are trained in the event of a fire. In case of a fire, please do not come back to the Children's Ministry area. Meet your child at the designated meeting spot outside located at the side of the church building along the narrow parking spaces that run alongside the building.

POWER OUTAGES

Children will remain in the classrooms until it is deemed safe to relocate outside. The designated meeting area will be along the side of the church building.

HEALTH AND WELL-BEING

SICKNESS

Parents of children who cry excessively or display signs of illness will be contacted as soon as possible. Parents will be asked to pick their child up when a child exhibits any signs of illness or distress. These include:

- Inflamed mouth or throat
- Fever
- Unusual fatigue or irritability
- Coughing, sneezing, wheezing, runny nose or eyes
- Vomiting or diarrhea
- Conjunctivitis
- Active chicken pox or measles

MEDICATIONS

We do not administer medications except in cases of emergency (severe allergic reaction or asthma attack).

DIAPERING

As a courtesy, we offer diaper changing as needed. If a parent does not wish for staff to assist in changing of diapers, please notify the Director when completing your registration. You will be notified through our visual paging system if your attention is needed. No parent will be allowed into the Children's Ministry area to diaper change. Parent's may proceed to the main restrooms where a diaper changing station will be set up. All diaper changes will be done within the view of other nursery workers. Parents should provide their own diapers and wipes.

POTTY TRAINING

Staff and volunteers are not permitted to assist in potty training or with the assisting of the removal or pulling up of clothing. Children using the restroom will be escorted by an adult who will remain in the main doorway with the door open and in view of other adults while monitoring a child in the restroom. If there is an emergency, two adults will enter the restroom to assist the child. Parent's will be called back to the Kid's Ministry area should there be a need. Male volunteers are not permitted to chaperone girls to the restroom unless it is their own child.