

## **Royston Kids Ministry Procedures**

### **Checking In:**

Thank you for entrusting your children to our care. We value every child's safety and security, and for this reason, we have policies and procedures to ensure that they are protected.

### **Children:**

- Parent(s) are responsible for ensuring that their child(ren) are in the appropriate room before going to their class or worship service. Prior to a child's first visit, parents will be asked to complete a check in form with information about the child(ren) including allergies, emergency contact information, and names of adults who are approved to pick up the child(ren) at the end of the class.
- Children 3 years of age or older must be checked in by a parent or guardian with one of our volunteers in the large group room (located upstairs in the Kids Ministry Area).
- Parent(s) of children 2 years of age or younger will need to check their child into the nursery (located upstairs in the Kids Ministry Area) making note of the appropriate cell phone number to be used in the event their child needs additional assistance during the morning, also noting any special concerns.

### **Volunteers:**

- All Nursery and Children's ministry volunteers submit to a national background check.
- Volunteers are trained in Safe Sanctuary policies to ensure that all interactions are appropriate and safe for both the children and our volunteers.

### **Wellness:**

- In order to keep all children as healthy as possible, our policy requires that you do not bring your child(ren) if they have displayed any of the following within the last 24 hours:
  - Fever
  - Vomiting
  - Diarrhea
  - A runny nose (Cold or Allergy-Related)
  - Cough
  - Runny Eyes or Pinkeye
  - Unexplained Rashes
  - Strep Throat
- Thank you for your support in keeping the Preschool and Children's ministry areas a healthy and clean environment!

### **Pick Up:**

- Parents will need to pick up their child(ren) in the appropriate classroom after class or service. A volunteer will be available to help parents locate classrooms.
- Children will only be released to individuals who have been approved by a parent or legal guardian. This information is to be provided during check-in. A photo ID may be required for pick up. This is to ensure the safety of all children.