



POLICIES AND PROCEDURES

Please check the box next to each item to demonstrate you have read, understand, and agree to comply with each section of the policy.

○ Check-in Procedures:

- Children will be checked in at entry desk.
- Children will receive a security tag with their name, parent phone number, allergy alerts, and an alphanumeric code.
- Parents receive a corresponding tag.
- Parents are responsible to escort their child to appropriate classroom.
- Teachers should review security tag for allergy alerts upon a child's arrival.

○ Check-out Procedures:

- Tags must be checked before the return of a child to parent.
- In the event of a missing tag, a Check-in Greeter or teacher will aid in checking parent's ID.
- A child WILL NOT be released to an adult without ID checked or correct security tag.
- As the child leaves, teacher should remove the security tag to demonstrate the child is no longer under the care of Hope Kids.

○ General Classroom Security

- Hope Kids volunteers and staff are to wear lanyards while serving.
- All classrooms are staffed by a team of two or more unrelated volunteers. Under no circumstances is a child to be left in a classroom unattended or under the supervision of only one volunteer.
- Children should always be in the presence of two unrelated adults (or one adult and one teen assistant - Elementary only).

- Head counts of all children should be made whenever the class or portion of the class leaves the classroom for any reason (including restroom or playground trips)
- Volunteers are NEVER to take photographs of children in Hope Kids or post about children online.

○ Sickness Policy

- Parents are asked not to bring their child to a Hope Kids program if one of the following conditions exists:
 - Temperature of 100 degrees or higher in the last 24 hours
 - Vomiting and/or Diarrhea
 - Severe Coughing
 - Colored nasal drainage
 - Pink eye
 - Head lice
 - Undiagnosed rash
 - Open skin lesions
 - Any infectious disease
- If a child shows signs of sickness (including, but not limited to, all listed above) volunteers should contact the parents and ask that the child be removed from the children's ministry area.

○ Food Policies

- Infants under the age of 12 months are not to be given any snacks or drinks unless provided by the parent.
- Goldfish or animal crackers will be served to children one year and up.
- If the lesson plan calls for any snack or food tasting other than the snacks listed above, a Hope Kids leader will post an Alley Alert at the check-in desk and classroom door to inform the parents.

○ **Restroom & Diaper Policy**

- All diaper changes and toilet assistance will be done in the presence of two adults.
- The individual changing the diaper should announce to the other adult that they are about to change a child's diaper.
- Diapers are to be changed on a nonporous surface or a changing pad liner must be used. Disposable gloves are to be worn by those changing diaper. Children are to be securely placed on the changing table. **DO NOT REMOVE ONE HAND FROM HOLDING CHILD AT ANY TIME!** Wipe child from front to back to avoid urinary tract infections. The diaper and wipes are to be wrapped inside the changer's gloves and placed in a lined trashcan. Clean hands with hand sanitizer when a sink is not accessible. Disinfect the child's hands using hand sanitizer after diaper changes.
- Male volunteers are not to change diapers or provide toilet assistance.
- Hope Kids does not change the diapers of children over the age of 4. In this circumstance, the parent must be called or text to change the child's diaper.

○ **Sanitation & Hygiene**

- The very nature of childhood behavior can create an environment that has the potential to spread infection. Therefore, it is our commitment to try and maintain the safest, cleanest atmosphere possible to ensure the health and welfare of all children.
- Hands must be washed with warm soap and water for 60 seconds after using the restroom, diapering, and after handling cleaners.
- Disposable gloves are to be worn when contact with body fluids is anticipated. This includes blood, stool, urine, nasal discharge, eye secretions and vomit. They must be discarded after each use and are never to be washed and reused.
- A disinfectant spray will be used to sanitize areas that are routinely in contact with children, such as changing tables, toys, walkers, etc. Objects to be disinfected include toys, blocks, tables, chairs, shelves, walker, doorknobs and changing surfaces. These items should be disinfected after each session or, if appropriate, after each use by an individual child (such as a toy that has been in a child's mouth).

By signing below you are stating that you have gone over and agree to comply with all of the policies and procedures that have been listed above.

Name of Volunteer

Volunteer's Signature

____ - ____ - _____
Date

Name of Trainer

Trainers Signature

____ - ____ - _____
Date