

# SICK/MEDICAL POLICY

In order to ensure a safe environment for all children. Your child should not be checked in to Grace Kids programming if they exhibit any of the following symptoms:

- Fever of more than 100 degrees Fahrenheit within the last 24 hours\*
- Diarrhea within the last 24 hours
- Nausea and/or vomiting (2 or more times within the last 24 hours)
- Persistent cough
- Heavy mucus discharge from the nose, or any colored secretions
- Mouth sore with inability to control saliva
- Sore throat
- Conjunctivitis (pink eye)
- Chickenpox (until the 7th day after the rash starts)
- Impetigo & Strep (until 24 hours after treatment)
- Contagious or unexplained rash
- Head lice
- Contagious illnesses, children must be on antibiotics for 24 hours and fever-free.
- \*Must be fever free (*without medication*) for 24 hours

## Exceptions

- Teething with associated drooling and/or minor pain
- Allergy-related symptoms such as sneezing

## EPI Pen and Medications

Grace Kids' team members are not able or equipped to receive medications, nor are they able to administer any medication or EPI Pen for your child. You should take a pager at check-in in the event your child may require assistance.

## **Snacks**

We strive to keep our Grace Kids areas nut-free. However, the space is used by other groups during the week and cannot guarantee that a nut product is not brought into the space. We provide the following snacks during our program.

- Rice Chex (provided in Birth - PreK) Ingredients include: whole grain rice, rice, sugar, salt, molasses, vitamin e (mixed tocopherols) and bht added to preserve freshness
- Cheerios (Provided in Infants and Crawlers only) Ingredients include: whole grain oats, corn starch, sugar, salt, tripotassium phosphate, Vitamin E (mixed tocopherols) added to preserve freshness
- Dum Dum Lollipops (Provided in K - 5th grade)
- No outside food/snacks allowed in Grace Kids spaces.

## **Nursery Children**

- PLEASE LABEL ALL ITEMS including diaper bag, pacifier, bottle and/or sippy cup.
- Only water is allowed in sippy cups in the Nursery rooms.
- No outside food/snacks allowed.

## **Other policies and procedures**

Fire/Emergency situations - In the event of a fire or other emergency, do not go to your child's room. You will receive direction from the Grace staff or fire department.

## **Video & Photography of Children**

In an increasingly visually connected world, we want to protect the identity of children in our care. Therefore, Grace Kids will:

- Only allow Grace-approved photographers to be in a Grace Kids space.
- Require any Grace-approved photographer to avoid photos or video where children are identifiable, unless the parent completes a photo release form.
- Require that Grace Kids team members never videotape or photograph children while children are in the care of Grace Kids.

## **Cell Phone Use**

Team members should not use cell phones during any Grace Kids program, even to access the lesson. Classrooms are "no phone zones" and children should never be given or shown a team member's cell phone. This protects children and allows team members to stay focused on care and effective interaction with children. Paper lessons are always available for team members.

## **Fire Evacuation**

- If a fire alarm goes off in the building, a strobe light will flash and an evacuation message will come over the loudspeaker.
- Everyone must evacuate the building by the closest exit.
- Grace Kids team members should keep their attendance roster with them and ensure that they have all members of their group with them before they leave the building.
- Once outside, they should stand by the stake with the appropriate age/grade listed until further notification.
- Before exiting the building, Grace Kids staff check each classroom to confirm everyone has vacated.

## **Medical Incident**

- A minor injury may be treated with loving care and a band aid (kept in each room or at the team coach stations). Treat the child, complete a “BooBoo Report”, and talk with parent/guardian on their arrival to let them know what happened and how the injury was treated.
- In the event a child requires more attention, let your team coach and a Grace Kids staff member know immediately and have the parent/guardian paged.
  - Do not move the child.
  - Stay calm and keep the child calm.
  - The team coach or staff will page a member of the Medical Team or call 911.
  - Complete an “Incident Report” and give to a Grace Kids staff member immediately following the incident.
- Disposable gloves are available for your protection and must be worn during the care of a child that involves blood, open sores, touching inside the mouth and bodily fluid spills. Strict hand washing is required before and after caring for a child.
- First Aid kits are available in Grace Kids volunteer central and on each K-5 team coach cart.
- Ask a Grace Kids staff member to contact the Grace facilities department for clean up.

## **No Touching Policy**

As a church, we believe the spiritual, emotional and physical well being of children is vital. Our greatest priority is to help children enter into a growing relationship with Jesus Christ. As Jesus' ambassadors, we must strive to be worthy of a very high standard of trust. For this reason, every team member at Grace must avoid even the appearance of inappropriate behavior.

Hugging is an appropriate sign of physical affection between team members and children and is important for a child's development and normally suitable in church environments.

Touching should always be initiated by the child. It should be in response to the child's need for comforting, encouragement, or affection. Touching should only be done in the presence of other Grace Kids team members. A child's preference not to be touched should always be respected.

## **Diapering Policies**

ONLY FEMALE ADULT AND FEMALE HIGH SCHOOL TEAM MEMBERS are responsible for the diapering needs of children. Middle School females may assist.

## **Bathroom Policies — Birth-PreK**

- ONLY FEMALE ADULT AND FEMALE HIGH SCHOOL TEAM MEMBERS can assist a child in the bathroom.
- Assist a child with their clothing while standing in the open doorway before they go into the bathroom.
- Encourage a child to do as much of this for themselves as possible.
- Stand with your foot in the door opening to monitor the needs of the child.
- Team members should avoid being alone in the bathroom with the child when possible.

# CHILD ABUSE/NEGLECT

## **Reporting Potential Child Abuse and/or Neglect**

A vital aspect of care for children in Grace Kids is understanding what to do if you believe a child is at risk of harm. Grace Community Church (Grace) cares deeply about children and desires to prevent all child abuse and/or neglect. Any suspected child abuse and/or neglect must be reported immediately to legal authorities, in accordance with Maryland state laws. Grace believes that it is the moral responsibility of every Grace employee and Grace Kids team member to report to local law enforcement authorities if there is reason to believe that child abuse and/or neglect has occurred.\*

Team members should exercise sound judgment in reporting potential child abuse and/or neglect. If a Grace Kids team member has reason to believe that a child has suffered abuse and/or neglect, that individual must immediately follow a two-step reporting process:

**First**, to the local department of social services or to a local law enforcement agency. Proof of abuse and/or neglect is not required before reporting.

Howard County Child Abuse and Neglect (410-872-4203)

Howard County Police non-emergency line (410-313-2929)

**Second**, to the Grace Kids Director. If a director is not available, the report must be given to a Grace pastor.

To protect children even further, Grace requires team members to report any suspicion whatsoever of child abuse and/or neglect to a Grace Kids Director, even if the suspicion does not rise to the level of state-mandated reporting based on the "reason to believe" standard.

When reporting reasonable belief about abuse and/or neglect to the authorities and to a Grace Kids Director and/or Grace pastor, team members should state the following, to the extent of their knowledge.

- The name and home address of the child and the parent/guardian or other individual responsible for the care of the child;
- The present location of the child;
- The age of the child (or approximate age);
- Names and ages of other children in the home;
- The nature and extent of injuries or sexual abuse or neglect of the child;
- Any information relayed by the individual making the report of previous possible physical or sexual abuse or neglect.
- Information available to the individual reporting that might aid in establishing the cause of the injury or neglect.
- The identity of the individual or individuals responsible for abuse or neglect.

(\*Important note: In Maryland, the legal standard for reporting potential abuse and/or neglect is "reason to believe," not just "suspicion." As a practical guideline, having a "reason to believe" means that there should be something objectively observable-and not just intuition or "a gut feeling"-that can be rationally explained to a third party and supported by the type of evidence that is indicative of abuse.)

**Physical/Behavioral Signs of Child Abuse and/or Neglect:** (*Taken from Howard County Department of Human Services website.*)

Grace Kids team members should be aware of the physical and behavioral signs of child abuse and/or neglect. Some of the more common indicators are summarized below:

## **Physical Abuse**

- Has frequent injuries or unexplained bruises, welts or cut, or explanation is incongruent to the injury.
- Has injuries that appear to have a pattern such as marks from a hand or belt.
- Attempts to hide body parts that previously were exposed without concern (arms, legs, neck, etc.)
- Has unusual, unexplained burn marks, bite marks or broken bones.
- Shies away from touch, flinches at sudden movements, or is afraid to go home.

## **Neglect**

- Has untreated illnesses or physical injuries that present a significant risk to the child if left untreated.
- Experiences a lack of adequate or appropriate supervision (taking into account the age and capabilities of the child).
- Has been abandoned.
- Experiences parental/guardian/caretaker substance abuse or use or mental illness that interferes with ability to provide appropriate care and supervision of the child.
- Experiences deprivation of food, shelter or clothing.

## **Sexual Abuse**

- Has a sexually transmitted disease.
- Demonstrates sexualized behavior that is not age appropriate and/or is highly overt or repetitive.
- Is withdrawn or isolates self.
- Frequently runs away from home.
- Is abnormally secretive and socially isolated.
- Experiences unexplained painful urination or defecation.
- Has unexplained change in behavior (aggressive, withdrawn, self-destructive).

## **Mental Injury**

- Is excessively withdrawn, fearful, or anxious about doing something wrong.
- Demonstrates extremes in behavior (extremely compliant or extremely demanding; extremely passive or extremely aggressive).
- Does not seem to be attached to the parent/guardian or caregiver.
- Demonstrates a noticeable decline in cognitive abilities.

(Important note: Team members should recognize that it could be significant if a child exhibits multiple indicators, while also understanding that in and of themselves, such indicators do not prove abuse and/or neglect.)

For more information, visit:

Maryland Department of Human Resources' Child Protective Services (CPS):

**[dhr.state.md.us](http://dhr.state.md.us)**

Howard County Department of Human Services :

**[dhr.maryland.gov/local-offices/howard-county](http://dhr.maryland.gov/local-offices/howard-county)**