



Policies and Procedures

Along with growing spiritually, your child(ren)'s safety and comfort is of the utmost importance to us. With that in mind, we want to provide you with our Grace Kids' policies that aim to achieve these goals. Please take some time to read through these policies to allow you to prepare for our weekend and midweek gatherings.

Check-In/Out , Security and Emergency Contact Procedures

- Check-in is open Sundays from 8:45-9:15am and 10:45-11:15am.
- Only parents and siblings over the age of 16 may check-in children into Grace Kids.
- Your child will receive a security name tag with an alpha/numeric code and age/grade along with a cell phone number of a parent who can be reached during the gathering. Parents/guardians receive a security tag with a matching code.
- At check-out, children will only be released to parents, guardians, or older siblings wearing or presenting the tag with the corresponding code.
- Always escort your child to their classroom for their safety.
- Nursery parents are required to get a pass at the pass station.
- After check-in closes, a staff member or team coach will see if accommodations can be made for late check-in of your child based on ratios and if the program will not be disrupted.
- The security tag given to you at check-in should have your cell phone number which will be used to reach you if a pressing need or emergency arises where you are needed.
- If called, parents/guardians should go directly to the appropriate check-in lobby area to meet a staff or team member.
- Please communicate with team members if you will be serving or attending a class during the gathering and not in the main auditorium. Turn your cell onto vibrate and leave the cell number with the room or small group leader so we have a means of reaching you, or take a Grace Kids pager with you. Pagers are available at the check in areas.
- **The parent/guardian with the name tag must remain on the premises at all times while their child(ren) are in our program.**
- After the gathering, pick up your child promptly from their classrooms.

- Show the room leader or door greeter your security tag to pick up your child.
- Grace Kids (Birth - PreK) children must have their tag taken off at check-out.
- If you have multiple children, do not give the room leader your parent tag as you will need it to pick up your other children from their classrooms.
- If the security tag is lost, see a staff member, team coach or team member. You will be asked to sign an authorization form and present your ID.
- If attending multiple gatherings, please check in again and reprint a new security tag for each gathering.
- When any Grace Kids' room reaches capacity, the room will be closed. The closing of rooms depends on the number of team members and the number of children at any given gathering.

Special Accommodations or Needs

Please let us know if your child has any medical, behavioral or special needs that would affect him/her while in our care. Our Grace GEMS ministry is ready to partner with you to ensure your child may engage with our programs in the best way possible.

Sick Policy

In order to ensure a safe environment, children with any of the following symptoms should not attend their class and be kept at home.

- 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
- For 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 Medication

Grace Kids' team members (blue shirts) are not able or equipped to receive medications, nor are they able to accept and administer any medication or EPI Pens. Parents should take a pager at check-in in case their child requires assistance. In rare situations, decided on a case-by-case basis by a staff member, the parent can train a Grace Kids' team member to administer the EPI pen. This training will need to occur at each gathering drop-off with a designated/specific team member after a medical waiver has been signed by the parent.

Also, we strive to keep our Grace Kids areas nut-free, but cannot 100% guarantee compliance as other teams use Grace Kids rooms mid-week.

Snacks

Dum Dum Lollipops (Provided in Grace Kids K - 5th grade)

For Nursery Children

- **PLEASE LABEL ALL ITEMS** including diaper bags, pacifier, bottles and sippy cups
- Only water is allowed in sippy cups in the Nursery rooms.
- No outside snacks.
- Update or fill out the "Child Profile" sheet as needed and/or each time your child moves up to the next room.

Roles

- **Staff Member** - wear purple shirts and are on staff at GCC.
- **Team Coach** - wear orange shirts and oversee a group of team members in a given area.
- **Team Member** - wear blue shirts and serve to ensure that children are cared for and safe while in our zones during each of the weekend gatherings.

Safety & Security Procedures

Fire Evacuation

- If a fire alarm goes off in the building all rooms will have a strobe light flashing and all rooms will hear an evacuation message.
- Everyone must evacuate the building by the closest exit.
- Grace Kids team members keep their attendance rosters with them and ensure that they have all members of their group with them as they exit and count their kids.
- Once outside, Grace Kids team members stand by the stake with the appropriate age/grade listed until further notification. They recount their kids again and hold up RED or GREEN SIGN.

RED: If NEED ASSISTANCE or NOT all accounted for.

GREEN: NO assistance needed and ALL ACCOUNTED for

- Before exiting building, Grace Kids directors and safety team members will check each classroom to confirm everyone has vacated.
- Wait for instructions -- to either return to the building or check-out the kids to parents outside.

Non-Fire Evacuation

A non-fire evacuation could occur (i.e. a possible gas leak or some condition that indicates we should clear the building). Grace Kids team members would follow "Fire Evacuation" steps above.

Emergency Shelter-in-Place

- An Emergency Shelter-in-Place generally lasts a short period of time.
- *Anyone* in a classroom who hears or sees a potential threat will:
 - First -- lock the doors
 - Pull the shades
 - Move everyone in the room away from the door
 - Stay very quiet.

- Grace Kids staff or service coordinators will use the radio to contact the safety team on channel #1 and call 911 from a cell phone and report the situation.

Potential Shelter-in-Place situations:

Gunman* (**Always a Shelter-in-Place situation.*)

Individual brandishing a weapon other than a firearm*

Threat of explosive device

Mentally disturbed individual posing a threat

An individual under the influence of drugs or alcohol posing a threat

Any other physically dangerous situation

- Allow police to handle the individual(s) causing the threat. The job of team members is to secure the room where they are and keep the children safe and calm.
- Do NOT unlock the doors until notified by your team coach or a staff member.