

Any changes made to this **Policy Manual** or the **Journey Kids Training Manual** will be communicated to all active volunteers and will require a new signed copy to be kept on file.

DEFINITION OF TERMS

Journey Kids: The ministry name of the children's ministry of Redeemer Fellowship. This ministry serves children from birth through fifth grade.

Volunteer: Those persons serving in Journey Kids from ages 13 through adult.

Teacher: Those volunteers whose primary job is to teach the lesson.

Helper: Those volunteers whose primary job it is to assist the teacher and students throughout the class time.

Member: A person who has completed the covenant member process of Redeemer Fellowship and is an active member in good standing.

Regular Attender: A person who actively attends Redeemer Fellowship but is not a covenant member.

Infants: The class for ages 0 until they begin to walk.

Walkers: The class for those who have just started to walk through age 1.

Toddlers: The class for ages 2 and 3.

Primary: The class for pre-K and kindergarten age kids.

Secondary: The class for 1st and 2nd graders.

Intermediate: The class for 3rd through 5th graders.

VOLUNTEERS

There are two types of volunteers serving in Journey Kids:

- **Teachers** (only a covenant member of Redeemer Fellowship may be a teacher)
- **Helpers** (may be a member or regular attender)

Volunteers are trained by service coordinators and/or other qualified teachers or helpers in both procedures and teaching techniques before they are allowed to teach on their own.

Mandatory general policy training and review for all Journey Kids volunteers happens annually.

A copy of the **Journey Kids Training Manual** is available upon request.

All volunteers are required to submit to a background check before being allowed to serve:

- We use **Datasource Background Screening Services** (www.datasourcecorp.com), which searches both nationwide criminal and sex offender registries.
- Background checks are repeated for all active volunteers every (3) years.

CHECK-IN PROCEDURE

We use KidCheck (www.kidcheck.com) for the registration and check-in of children for all Journey Kids classes.

Registration includes:

- Child's name
- Child's allergies (if applicable)
- All guardians authorized to pick up the child(ren) after class.

Parents or guardians will check in their children using either the computer provided or via the cell phone app. For first time visitors, a handwritten name tag and claim slip will be issued.

Once checked in, a name tag will print for each child registered and present as well as a guardian claim ticket.

A pager will be provided to parents or guardians of all children under 4 years old to alert the parents or guardians if they are needed.

A parent or guardian is to escort any children under the age of 4 to their classroom(s). Children over the age of 4 will be dismissed from the worship gathering and escorted to their classroom(s) by teachers and helpers. If needed the Key Host may assist.

Parents and guardians are to remain on the church property while their child is checked in to Journey Kids.

If the KidCheck system is non-operational, parents may sign their children in manually, and a unique alphanumeric code will be assigned to each family for child pickup.

CHECK-OUT PROCEDURE

All security tags have a rotating alphanumeric security code and unique picture identifier, and each tag must match in order for a parent or guardian to pick up a child and their belongings.

Parents or guardians must have the security tag for the child(ren) they are picking up. If someone else will be picking up a child, they must have that child's security tag and their name must have been given to the desk attendant or classroom teacher as someone authorized to pick up the child. The desk attendant or classroom teacher must match the alphanumeric code on the child's name tag to the sticker returned by the parent or guardian.

In the event that a parent or guardian loses their security tag, they will be asked to show their driver's license to the teacher or service coordinator, who will match this to the child's record using the computer system. The child's safety is our first priority, even if it requires extra time.

CLASSROOM SECURITY

All classrooms are staffed by a team of two or more volunteers, including no less than one covenant member of Redeemer Fellowship. When immediate family members serve together, a third non-family member volunteer will also be present.

One volunteer should never be alone with a child or in a classroom. Children should always be in the presence of two or more volunteers. Under no circumstances is a child to be left in a classroom or anywhere unattended. If the classroom teacher and helper have not yet arrived, a parent or guardian must stay with the child(ren) until the volunteers arrive.

Head counts of all children will be made whenever the class or portion of the class leaves the classroom for any reason (including restroom trips and the assembly).

Teachers, helpers, and ministry team members should never photograph children in Journey Kids or post them online without the permission of that child's parent or guardian.

ILLNESS POLICY

Parents and guardians are asked to not bring their child to a Journey Kids program if any of the following conditions was exhibited within the previous 24 hours:

- Temperature of 100°F or higher
- Vomiting
- Diarrhea
- Severe coughing
- Colored nasal drainage or conjunctivitis (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), service coordinators will contact the parents or guardians and ask that the child be removed from the children's ministry area.

MEDICATION POLICY

No Journey Kids volunteer or service coordinator will administer medication of any kind to a child.

FOOD POLICY

Feeding instructions and policies for infant children are covered in nursery volunteer training.

A snack will be served to children 1 year old through second grade (walkers, toddlers, primary and secondary, classes):

- **Infants:** No snack (parents may supply formula or a snack if desired)
- **Walkers:** No snack (parents may supply formula or a snack if desired)
- **Toddlers:** A snack is served after worship time (parents may supply a specific snack if desired)

All classrooms are to remain nut-free.

RESTROOM AND DIAPER POLICY

All diaper changes will be done in the presence of two or more Journey Kids volunteers. This may require the help of a service coordinator or desk attendant. Please don't hesitate to ask for help.

Diapers are to be changed on appropriate provided tables only. Disposable gloves are to be worn by all volunteers when changing a diaper. Children are to be securely placed on the changing table. The child's bottom and buttocks are to be thoroughly cleansed with moist disposable baby wipes (approved by the child's parents or guardians). Children are wiped from front to back to avoid urinary tract infections. The diaper and wipes are wrapped inside the volunteer's gloves and placed in a lined waste container. After placing a clean diaper and re-clothing the child, the changing surface is cleaned thoroughly with disinfectant cleaner and the changing pad cover is changed.

Journey Kids volunteers do not change the diaper of a child over the age of 4. In this circumstance, the parents or guardians of the child will be paged or called. If needed, the service coordinator may be contacted to assist.

For toddlers just learning to use the restroom:

- When taking a child to the restroom, protection of the child is of first importance. Our policy does not allow the child to be alone in a bathroom with a volunteer or use the bathroom with adults who are not part of the Journey Kids program. When entering the restroom, the door must remain propped open with the volunteer standing in the doorway—visible to anyone walking by the restroom. To further protect the child, the volunteer ***never goes into a stall with a child, and does not physically assist the child in any way***. Verbal instruction may be given as to how to wipe and cleanse themselves. If help is needed beyond verbal instruction, a parent or guardian will be paged or called.
- If a child needs help getting on and off the toilet, a step stool is offered. Children should not be lifted onto the toilet since this assistance places a caregiver in a bathroom stall with a child who is physically exposed. If a child needs assistance redressing (zipping, snapping, etc.) a second volunteer must be present to witness the assistance offered.
- Handwashing is a must after every bathroom visit. Assistance may be given, but the volunteer in the room must be visible from the doorway. Hands may be instead washed in the sink in the toddler room.

For Primary, Secondary, and Intermediate students:

- If a child needs to use the restroom, a volunteer will stand in the doorway of the classroom to ensure they enter the restroom. The volunteer will remain in the doorway (where they can see both the classroom and the restroom door) until the child is done. At no time should a volunteer or any other adult be in the bathroom at the same time as a child.

SANITATION AND 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.

Volunteers' hands must be washed with warm water and soap for 60 seconds after using the restroom, diapering, or handling cleaners.

Disposable, latex-free gloves are to be worn when contact with body fluids is anticipated. This includes blood, stool, urine, nasal discharge, eye secretions and vomit. Gloves must be discarded after each use and are never to be reused.

After each service, a disinfectant spray will be used to sanitize areas that are routinely in contact with children, as well as during services as needed. Objects to be disinfected include toys, teaching pictures, blocks, tables, chairs, cribs, shelves, walkers, swings, doorknobs, changing surfaces and any toy that goes into a child's mouth.

CHILD ABUSE AND NEGLECT

By law, in Illinois, it is the responsibility of anyone serving in Journey Kids to immediately report any case of suspected abuse, whether physical, emotional, or sexual, or neglect to the Elders of Redeemer Fellowship who will then immediately contact the proper authorities.

An **incident report** will be completed and submitted any time a child is hurt while in the care of the Journey Kids ministry. This form may also be used to report suspected cases of abuse and/or neglect in environments outside of Journey Kids.

I have read the Journey Kids policy manual, understand it, and will faithfully comply with it to the best of my abilities. By signing this document, I agree to comply with a background check.

Printed Name: _____

Signature: _____

Date: _____