



Policy & Procedures

Nursery Access & Safety:

- Only children receiving nursery, toddler, preschool, and elementary care and scheduled volunteers are allowed in Kid's Crossing. Parents may enter to drop off their child, to care for their child briefly, and to pick their child up. No one under sixteen is allowed in nursery, toddler, or preschool (including siblings). This policy is for the safety and security of the children.
- Cribs and playpens should be used only for sleeping babies and should be kept clear of stuffed animals, toys and books.
- Children must be kept in the appropriate Kid's Crossing environment at all times. Exceptions will be made for brief bathroom breaks always under the supervision of a Kid's Crossing volunteer.
- Electrical outlets must be covered at all times.

1. Check In & Notification System

- There must be at least two adults in the classroom before checking in any children. No one is ever to be alone with a child.
- We have a pager system that is used for nursery through preschool aged children. The pagers are given at check in and returned when child is picked up. If parent or guardian is needed, use the notifying equipment to alert the parent or guardian. Only parent or guardian with numbered pager that corresponds with number on child can pick up the child.
- A number system for K-5th Grade will be used. A laminated number card is given to the parent at check in and returned at pick up. Only parent or guardian with number that corresponds with number assigned to child can pick up the child. The number will be displayed on the screen in the sanctuary if there is a situation where the parent or guardian is needed.

2. Confidentiality

- All information about the children in Kid's Crossing and their families shall remain confidential unless it is determined that harm may come to the child. It is expressly understood that any gossip is strictly forbidden.

3. Adult/Child Ratio

- One adult to every 4 infants. One adult to every 5 toddlers. Although every effort will be made to have at least 2 adults at all times. In the event that this ratio is surpassed, Kid's Crossing volunteers will contact the children's pastor or another available staff member to recruit additional help.

4. Illness or Sickness

- If a child is known to have an infectious or contagious illness, it is advisable that parents refrain from bringing their child to Kid's Crossing. Parents are also requested to notify Kid's Crossing volunteers of any allergies or medical condition pertinent to their children that could require special care.
- When it is known that a group of children have been exposed to an illness that can easily spread from one person to another, the parents will be notified. Parents should contact their own physician for guidance and medical direction.
- Upon recommendation by the Committee for the Control of Infectious Diseases and the American Academy of Pediatrics, children who have the following conditions within the last 24 hours should not be brought to a service – and will not be accepted into Kid's Crossing:
 - Temperature of 100 degrees or higher
 - Vomiting illness or diarrhea
 - Severe cough, sore throat, or common cold
 - Pink eye or eye infection
 - Body or head lice
 - Any skin infections
 - Any symptoms of infectious childhood diseases
- If a child develops a fever or exhibits other symptoms described above while in the nursery, they will be isolated and the parent will be asked to take the child home.
- If a child becomes sick at Kid's Crossing, the nursery volunteer will notify the parent or guardian immediately.
- If a child is injured at Kid's Crossing we ask that volunteers let the children's pastor know exactly what happened. A volunteer will apply basic first aid using the provided first aid kits (These are readily available to our volunteers and placed throughout the children's ministry environments.) We then take a full incident report and communicate the injury clearly to parents.

5. Discipline & Inconsolable Children:

- The safety of all of the children in the nursery room must be maintained. No throwing, hitting, biting, or kicking can be allowed. If children express this behavior, they will be reminded in a kind voice of the appropriate behavior that is expected and removed from the source of the conflict. Yelling at the children is prohibited. Also, under no circumstances shall the use of physical force or the threat of physical force be used. If a child is unmanageable after efforts have been made to correct the situation, the parent is to be contacted. If a parent wishes to spank their own child, then they need to do so out of the Kid's Crossing environments to avoid the appearance of volunteers spanking the children.
- Volunteers should make every effort to engage unhappy children in play or rock them. If a child is inconsolable (15 minutes of non-stop crying), the parents are to be notified immediately. This policy will help to fortify the trust between our parents and our Nursery staff.

6. Cleanliness:

- The nursery and toddler area should be the cleanest area at Kid's Crossing, which is for the safety of both the children and workers. The guidelines below will help to facilitate this:
 - All equipment surfaces (i.e. walker trays, swings, mats, tables, and chairs) must be cleaned with the provided cleaning solution at the end of each service
 - All toys that have been handled and mouthed must be cleaned with the cleaning solution before use by another child
 - Sheets must be changed after use by each child and placed in provided laundry hamper regardless of the length of use. All used blankets, sheets, and smocks must be washed each week.
 - Carpet spills should be cleaned up immediately
 - Volunteers must follow general hand washing guidelines (after bathroom use, etc.)
 - Children are NOT to be given snacks and drinks while walking around – not only is this a choking hazard, the crumbs left behind are a health hazard.
 - At the end of the 2nd service, all trash from each environment should be emptied and taken to the waste receptacle outside the entrance to the children's building

7. Diapering Policy:

- Diapers need to be checked hourly and soiled diapers need to be changed immediately.
- Latex gloves are provided and should be worn during any potential contact with bodily fluid. (wiping nose, diaper change, etc.)
- A hands-free trash pail is located in each room. Also please wrap all diapers in the disposable latex gloves (if possible) and place them in the Diaper Genie.
- Make sure there is no cloth cover over the changing mat, this is unsanitary.
- After each child is changed, the changing table should be wiped clean with Clorox wipes, then dried with a paper towel – this should be done REGARDLESS of whether the child was simply wet or dirty.
- Anyone changing diapers MUST clean their hands with the provided Germ - X after every child – no matter how many children are changed - you MUST clean your hands in between EVERY child; this prevents the spread of germs from one child to another.
- Please note and initial on the activity log what time children were changed and what kind of BM they had.

8. Bathroom Procedure:

- We ask that our volunteers never enter the bathroom alone with a child. Always stand out in the hall and wait for them. If a child in your small group needs a bathroom break, enlist your coach or greeter to walk them to the bathroom.
- If a preschooler needs to use the bathroom, we stand with our leg in the door and our body outside the bathroom. If a young child needs help with zippers and snaps, we help them in the open doorway of the bathroom.

9. Volunteer Dress Code:

- Jeans or slacks with provided Kid's Crossing T Shirt and Badge.