

Hello New Parents:

PLEASE REVIEW OUR CHILDREN'S MINISTRY POLICIES BELOW TO FAMILIARIZE YOURSELF WITH OUR CHURCH

*PARTICULARLY THOSE IN **RED** OF MOST IMPORTANCE*

CHECK-IN:

- Check-in begins 30 minutes before the service begins. After children checked-in, they must remain in the classroom. Check in your child/ children via the iPad check-in system, **place name tags your child & retain your parent ticket** to retrieve them post-service.
- **To assist our volunteers, please collect your child immediately after service.** We understand parents can get caught up talking, but please be aware of our volunteers' time. **Children will not be released to anyone other than parents/guardians or pre-approved individuals with the parent ticket.** Anytime a volunteer is unsure about a person's identity, photo ID will be required.
- **Children Grades 4-6 will be checked in downstairs, and then will be brought upstairs for the worship portion of the service. A teacher will remain with them during worship and bring them back downstairs after worship is over.**
- **All parents are expected to remain on-site while their child is in Little Citizens Kid's Ministry.**

BATHROOM USAGE:

- **Please check your child's bathroom needs BEFORE he or she is checked into class. Our teachers work diligently to prepare lessons and activities that will minister to your children, and we don't want them to miss anything. This small detail will help us hold your child's attention and dramatically impact classroom dynamics.**
- **Our volunteers do not change diapers. If your child requires a diaper change, you will be texted to attend to this.**

OUR VOLUNTEERS:

- **We take time to ensure that all our volunteers are vetted and background-checked. We trust the volunteers that serve in our ministry as they care for your children.**
- Our policy is to have at least 2 adult volunteers and 1 floating volunteer in each classroom. The role of the floater is to provide assistance (crafts, bathroom breaks, games etc.) where required.
- All of our volunteers are paired in such a way to remain accountable to one another.

***SICKNESS:**

- **We ask that you keep your child with you, if he or she has experienced any of the following symptoms within 24 hours:**
 - **fever**
 - **vomiting**
 - **diarrhea**
 - **sore throat or cough**
 - **colored discharge from eyes or nose**
 - **unexplained or contagious rash, lice**
 - **diagnosed illness (e.g. pink eye, measles, mumps, chicken pox)**
- Little Citizens is a “well-child” ministry. Children may be declined from check-in or dismissed early from class if they show signs of illness or an inability to participate with the group due to illness symptoms.
- Children may attend class with continually-clear runny noses or non-contagious rashes due to allergies.

PARENT TEXT SYSTEM:

- **We will be moving to an in-app check in system when our app-provider upgrades this capability. At that point, we will text via the Citizens App, to communicate with you during service.**
- In the best interest of the child, Little Citizens will not host a child who is sick, injured, inconsolable, or misbehaving. If any of these situations arise, we bring your child back to you.
- If you see a text, please leave the service immediately and go to the child's classroom. **We ask that you do not return to service with an overly active/noisy child, unless you can calm them down.**

RUNNING:

- **We love that our children have such fun together, but please do not allow running upstairs. This will benefit the elderly in our church body, as well as tiny little ones.**

EVACUATIONS

- **In the event that the facility must be evacuated, please follow this simple procedure: DO NOT go & try to fetch your child. Our volunteers will safely escort your child to a meeting area.**
- **If re-entry isn't possible, DO re-connect w/ your child outside, proceeding with the normal check out process.**