

Basic Policies & Procedures

Wellness

- Children and volunteers who show any signs of illness will not be allowed into the classroom. We require that a person be **free of symptoms for 24 hours** before entering Immanuel Kids. Please stay home if you or your child experience:
 - Fever above 100.3
 - Cough
 - Congestion
 - Shortness of breath
 - Vomiting
 - Diarrhea
 - Sore throat
 - Chills
 - Body or head aches
 - Fatigue
 - Cloudy or green runny nose
 - Unexplained rash
 - Any communicable disease or infection
 - Please wash hands upon entering Immanuel Kids & as needed afterwards.
 - Masks are optional. We recommend following [CDC's Guidance for Wearing Masks](#).
 - If an illness is discovered after a child is in the classroom, he/she will be removed from the other children immediately. Staff will contact parents if a child becomes ill, injured, or has a severe disciplinary problem while participating in Immanuel Kids.
 - Each child's allergies and other medical conditions will be printed on the name-tag. Volunteers should talk to parents about anything listed on the Allergy Alert posted at the door, be aware of what symptoms to watch for, and how to respond. Call 911, the director, and/or a MERT member in an emergency.
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Check-In/Out

- **Check-in opens 15 minutes prior** to the start of each service.
 - *Two authorized adult volunteers must be in a class to accept children.* Every child must have a name-tag and parents must retain the Guardian Receipt.
 - Children must also be checked off the printed roster as they arrive. Volunteers must bring the roster if and when the class leaves the room. If a child is checked-out early or in an emergency situation, the time and guardian must be notated on the roster.
 - Children should be picked up & exit the building **within 10 minutes after** service ends.
 - *ALL security tags must be matched at check-out!* Children can only be released to guardians with the matching security tag. If the tag has been lost, the guardian must return to the check-in desk and show photo ID to a staff member for a reprint.
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Cleaning

- Volunteers clean classrooms and supplies during and after service as follows:
 - Place any dishwasher-safe items in out-of-reach dish pans after each use.
 - Place any soft toys & dirty laundry in out-of-reach hamper after each use.
 - Spray all surfaces with child-safe disinfectant and wipe thoroughly.
 - Return clean toys & supplies to original place and tidy up.
 - Clean serious spills, broken toys or fixtures immediately and notify director.
 - At the end of the day, vacuum as needed, tie up trash & place outside class door.
- Our custodial service deep cleans our spaces weekly.

ADDITIONAL POLICIES & PROCEDURES CAN BE FOUND IN THE [IMMANUEL KIDS VOLUNTEER MANUAL](#).