

DC KIDS Family Information Guide

Welcome to DC KIDS! DC KIDS is a place for students from Birth-5th Grade to grow in their faith and learn about Jesus! Please read the following information to understand all of our policies and procedures.

Team Members

- Here at DC KIDS, all team members are background checked and cleared to work in the children's ministry wing. Team members are required to go to training annually provided by the Children's Ministry team. DC KIDS Team Members also go through the Discovery Class process provided by Dominion Church that teaches the core values and beliefs of DC.
- Team Members who are serving in their scheduled classes will wear a blue tag with a purple lanyard that states "Here to Serve," so parents and guardians are aware of who should be in the Kid's Wing.



Check-In, Check-Out, and Drop-Off


First-Time Guests

- If this is your first time at Dominion Church, you will meet our "Welcome," Team at the orange table. There you will fill out a connect form with yours and your child's information that will need to be completed in full. Complete information allows us to keep your child safe and supported while in our care.
- Team members will also have you fill out a sticker for your child to wear with your child and your information on it so team members can notice new students and so we can reach you as needed. This sticker will contain 3 parts: a 3-digit code, student and parent information, and a "New Guest," tag.

- The 3-Digit Code you will keep, the student information will go on the student, and the New Guest Tag will go in the binders for each student's class. Welcome Team Members will help you with this process.
- The 3-Digit Code will match a code on your child's information sticker. You will need to provide this sticker with the code when picking up your student.

Regular Attendees

- Parents will type in their name in the search bar and click on their family.
- Then, you will click each child that you will be checking in for their respective class.
- Next, you will click which parent or guardian (if more than one) we can use to contact if needed during the service.
- After making sure all information is correct, labels will print for each child that is checked in with a 3-Digit code. One sticker will go on the student's back and the other will go in their classroom binder. Parents will keep the 3-digit code and bring it when service is dismissed or if leaving early.

First Name	
Last Name	
Allergy	
7:00 Event Name Group Name	
704	 Wed, Jan 22, 2020

Name Tag (One on the student, one in the binder)

704	704
Jan 22, 2020	Jan 22, 2020
*** Keep this ticket to pick up your child(ren) ***	

Security Code (Keep on your person)

You will receive 2 copies of the 1st sticker. One goes on your child and the other in the check-in binder. The 2nd sticker you will keep on your person and **MUST** bring it at dismissal or at any point in the service that you are picking up your child.

Drop-Off

- Students can be dropped off into their classes 15-minutes prior to service starting (8:45am and 10:45am). Students should not be dropped off sooner than those

times since teachers and team members are prepping classrooms for the service.

- Parents and guardians should not loiter in the hallway after dropping off students and should immediately head to the general lobby or sanctuary for service. If your child is not calming down, after 15 minutes, a team member will reach out to you to pick-up your child or to help soothe them.
- During service, parents or guardians should not be roaming throughout the kids wing or checking in on students through the doors or the windows. This is so classes do not become disrupted and for the safety of all the students within the kids wing.

Building a Safe and Respectful Environment

- Here at Dominion Church we not only want to teach kids to be like Jesus but to live and act like he did. This means showing respect and kindness in our language and actions.
 - Discipline will be handled in a fair, consistent, timely, and age-appropriate manner. Children will be given redirection of the negative behavior, need to understand why a certain behavior is inappropriate, and how to modify it.

DC KIDS is a safe environment. We do not tolerate any physical or verbal acts of violence.

- Physical Violence: If a student intentionally harms (hitting, punching, slapping, etc.) another student or DC KIDS Team Member, the student will be brought into service to sit with their parents for the remainder of the service. Students will be allowed to rejoin the class the following Sunday.
- Unkind or Disrespectful language: We do not tolerate language that is hurtful, mean, or vulgar in regards to another person's gender, race, or general personhood. The behavior will be addressed and redirected by the leaders of the room. If the language persists after redirection, the student will then be moved to sanctuary to sit with their parents until the end of service.

Sickness Policy

- Children should **NOT** attend Children's Church if...
 - You have a fever of 100 degrees or higher.



- You have any respiratory infections, or have had a cough, sneezing regularly, had shortness of breath, vomiting or diarrhea within the last 24 hours.
- Have/had the flu or COVID symptoms in the previous 24 hours, or have had any contact with someone with a confirmed diagnosis.
- If a fever develops during their time in the classroom, Pastor Sammie will text and/or find you to pick up your child.

Food Policies & Allergy Precautions

- At registration, include any allergies your student may have. This will be included on their check-in tag so all team members can be aware of allergies.
 - Students in the Nursery (0-3), Unlimited, and Kids Jr. classes are served Pepperidge Farm Goldfish and/or Member's Mark Animal Crackers.
 - Parents can pack personal snacks in the diaper bag. Please notify the team member in the room if there are snacks you have provided for your child.
 - Students with allergy needs are more than welcome to provide their own snacks to meet their needs.
 - Students are allowed to bring their own water bottles as long their names are on the bottles. Water is provided to students of all ages at the water fountains located between the DC KIDS and Kids Jr. Room.

Diapering and Toileting Policies

Diapering

- Students in the infants, 1's and 2's classes are provided diaper changes as needed. Diapers and wipes will need to be provided by the parent.
- Students in the 3's room need to be potty trained but assistance is provided to students as needed.
- Please provide an extra set of clothing for babies in diapers and children that are potty-training, in case of any accidents or soiled clothes.

Toileting

- Students in the Kids Jr. and DC KIDS classes are required to be potty trained. Team Members do not assist in toileting needs or enter the bathroom with students. Team members wait outside of the bathroom for their students.
- **Unlimited Students will need to have their needs noted on their intake form.**