



General Policies & Procedures Checklist

- **Check-in Procedures:**
 - Registration will be completed for each child the first time that child attends SojournKids.
 - When a child is registered, the desk team member or service coordinator will ask about any allergies their child may have.
 - Children will receive a security tag with their name, allergy alerts, and an alphanumeric code on it. Parents will also receive a sticker with that code.
 - Desk servants will also provide pagers for parents of all children under age 2. The pager will vibrate if/when a parent is needed.
 - A member of the desk team in the nursery will escort the child to his or her classroom unless the child's parent requests otherwise. For children age 2-10 the parents will check-in and pick-up/drop-off their children on their own.
 - As children enter their classrooms note that they have a check-in sticker to ensure that the child has come through the check-in process.
 - Each class will receive a printed roster with all children checked into their classroom near the beginning of the service time. The roll should be completed as children enter the classroom.
 - Parents must remain on the church premises while their child is checked-in to childcare.
- **Check-out Procedures:**
 - All security tags have a security number on it, and each tag must match in order to pick up a child and his or her belongings.
 - Parents must have their security tag. If someone else will be picking up their child, they must have the security tag and their name must have been given to the desk attendant or classroom teacher as an authorized pick-up person. The desk attendant or classroom teacher must match the alphanumeric code on the child's nametag to the sticker returned by the parent.
 - As the child is leaving the desk attendant or classroom teacher should take the child's sticker and keep it as a signal that the child is no longer checked in and is released from our care.
 - In the event that a parent loses their security tag, they will be asked to show their driver's license and the desk attendant or service coordinator will match this to the child using the computer system. The children's safety is our first priority, even if it requires extra time.
- **General Classroom Security:**
 - SojournKids servants, Sojourn staff members, and other ministry servants will wear sticker nametags at all times.
 - All classrooms are staffed by a team of two or more unrelated servants. Under no circumstances is a child to be left in a classroom or anywhere unattended. A parent must stay with a child until a teacher arrives.
 - One adult should never be alone with a child or in a classroom. Children should always be in the presence of two unrelated adults.
 - Class rolls should be with the class at all times. Teachers should carry the roll to the assembly and during class restroom trips.
 - Head counts of all children should be made whenever the class or portion of the class leaves the classroom for any reason (including restroom trips and the assembly)
 - Preschool classes are provided with a jump room to assist the children with walking in line whenever it is necessary to leave the classroom.
 - Ministry servants should NEVER take photographs of children in SojournKids and post them online.
- **Sickness Policy:**
 - Parents are asked not to bring their child to a SojournKids program if one of the following conditions exists:
 - Temperature of 100 degrees or higher in the last 24 hours
 - Vomiting
 - Diarrhea
 - Severe Coughing
 - Colored nasal drainage
 - 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 should contact the parents and ask that the child be removed from the children's ministry area.
- **Food Policies:**
 - Policies for infant children are covered in the Nursery Servant Training.
 - A snack of water or juice and goldfish or animal crackers will be served to children one year old

and up. If the lesson plans calls for any snacks or food tasting other than these, a SojournKids leader will post an Allergy Alert at the check-in desk and classroom door to inform parents.

ALLERGY ALERTS ARE VERY IMPORTANT FOR ALL CHILDREN.

- It is the responsibility of the classroom teacher to ensure that allergy alerts for their classroom are printed and posted.

□ **Restroom and Diaper Policy:**

- It is the policy of SojournKids that all diaper changes and all toilet assistance will be done in the presence of two adults. This often requires the help of a coordinator or desk team member. Please ask for help. Even older children who do not need toilet assistance should be taken to the restroom as a group, and two workers (male or female) should enter the restroom together with these children to provide necessary supervision.
- The exception to this rule is at campuses with single stall restrooms. Children ages 5+ may enter the restroom on their own and do not need to be supervised.
- Diapers are to be changed on a nonporous surface. Disposable gloves are to be worn by those 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 parents). Wipe the child from front to back to avoid urinary tract infections. The diaper and wipes are to be wrapped inside the changer's gloves and placed in a lined waste container. After placing on a clean diaper and re-clothing the child, the changing surface should be cleaned

thoroughly with disinfectant cleaner.

- To protect children and adults, male servants will not change diapers or provide toilet assistance to a child.
- SojournKids does not change the diaper of children over age 5. In this circumstance, the parents of the child must be paged.

□ **Sanitation & 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.
- Hands must be washed with warm soap and water for 60 seconds after using the restroom, diapering, and after handling cleaners.
- Disposable gloves are to be worn when contact with body fluids is anticipated. This includes blood, stool, urine, nasal discharge, eye secretions and vomit. They must be discarded after each use and are never to be washed and reused.
- A disinfectant spray will be used to sanitize areas that are routinely in contact with children, such as diaper changing stations, toys, cribs, mattresses, walkers, etc., after each service and during the session if needed. Objects to be disinfected include toys, teaching pictures, blocks, tables, chairs, cribs, shelves, walkers, swings, doorknobs and changing surfaces. These items should be disinfected after each session or, if appropriate, after each use by an individual child (such as a toy that has been mouthed by a child).