

## **Washroom Guidelines**

These guidelines are mandatory to ensure the safety of both children and workers.

1. Encourage parents to accompany their child to the washroom before signing in or let them know that they will be asked to return if their child needs assistance in using the facilities during class time.
2. In the event that a child needs to use the washroom. The leader is to be notified and a worker will be designated to contact the parent of the child. The same procedure as sign out must be applied so that any child who leaves the theater is documented and accounted for.
3. In the Gospel Project, if for some reason the parent cannot be reached, please get the leader or one of the workers to follow the above procedure for signing in/out. The leader/worker will contact the security person to make sure they are both in site of the child as they go to and from the bathroom. Have the child go to the family single bathroom, not the larger public washrooms. Then the leader/worker will remain outside the washroom with the security person; the child is to go into the bathroom by themselves. Notify the parent upon pickup and show them where you signed their child in and out, please get them to initial it.

## **Fire Emergency**

### **Nursery Evacuation**

As a matter of usual practice, collect all children's jackets and boots by the Nursery door so that they can be grabbed quickly in an emergency.

1. All workers and children in the Nursery will exit out the south double doors. The muster point is the white trailer located outside on the west side of the building.
2. All Nursery workers are to carry as many children as possible out the exit to the right as you leave the nursery. If more than one trip is necessary to evacuate all children, one adult will remain in the nursery until all children are evacuated and another one will remain with the first group of children evacuated.
3. The leader must take the roster with them to the muster point for a roll call.
4. The nursery leader is to remain outside with the children at the muster point while other workers return to the nursery as required.
5. Do a head count and ensure that all children are accounted for and remain with the group.
6. Do not allow parents to leave with any children unless documented/signed out and steps are taken to ensure the right child is returned to the right parent.
7. Do not go back into the building until it is safe to do so.

### **Gospel Project Evacuation**

As a matter of usual practice, collect all children's jackets and boots on the theatre seats nearest to their respective small group meeting area so that they can be grabbed quickly in an emergency.

1. All workers and children in the Gospel Project will exit out the emergency doors located at the bottom of the theatre except when in theatres 1-3. From Theatres 1-3 workers and children will be required to exit out the south double doors in the main hallway.
2. One leader (usually the Group Leader) will remain in the theatre until every child has exited.

3. The 3-4-year-old group will use the skipping rope(s) provided to gather the group so as to walk out in an orderly fashion without losing a little one in the crowd. (the skipping ropes are in a Ziploc bag with a FIRE Label kept inside the supplies bucket.)
4. The leader must take the roster with them to the muster point for a roll call.
5. The muster location is the white trailer located outside on the west side of the building.
6. Do a roll call and ensure that all children are accounted for and remain with the group.
7. Do not allow parents to leave with any children unless documented/signed out and steps are taken to ensure the right child is returned to the right parent.
8. Do not go back into the building until it is safe to do so.

## **Guidelines for Junior Helpers in Grace Kids**

We welcome Junior helpers in our children's ministries at Grace Fellowship. Junior helper being a young person between the ages of 8 and 17.

We also recognize that young people will require mentoring and guidance when caring for children and will benefit in spiritual and emotional development by having the experience of serving in church ministries. Consideration must be given to safeguarding both the helpers and our children from instances of abuse or other threat to safety and security of person.

Here are guidelines we try to follow for including Junior helpers in the various areas. If situations arise that lead to consideration of a variation on these guidelines, the Director of Grace Kids should be consulted prior to proceeding.

### Nursery:

Helpers will be allowed to serve alongside a parent in the Nursery and should be over and above the usual staff numbers. The Director should be notified when parents intend to use a child as an assistant so that they can be included in the scheduling process. Concerns about an individual helper should be brought to the Director.

### Gospel Project:

Helpers will be welcomed in Gospel Project to serve alongside an adult, not necessarily a parent. They will be over and above the usual staff numbers. The Director should be notified when junior helpers will be involved so that they can be included in the scheduling process. Concerns about an individual helper should be brought to the Director.

### Child Check-in:

Helpers are welcome between the ages of 10 and 17. They are to serve under the direction of the Child Check-in Leader. Any concerns to be brought to the director or discussed directly with the parent.

## Child Check process and Roles

Arrive at 0930 with other Nursery and Gospel Project workers.  
Determine attendance of volunteers and fill out sign in sheets with names of workers, check in and security

Assist Security and/or coordinators with decisions related to fill in of volunteers, areas to be sectioned off etc.

Pray with either group

Set up check-in table by 0945, ready to receive kids by 1000

Assist parents to sign kids in by having them highlight the child's name on appropriate sheet. 0-2 yr olds in Nursery and 3 - 8 yr olds in Gospel Project.

Apply wrist band to child or have parent apply wrist band and ensure stub is provided to parent for check out later. Junior helpers can assist with applying wristbands.

Preprinted name badges are available for Nursery kids.

Direct children to appropriate program. Parents can take Nursery age children directly to Nursery or if sufficient Junior helpers are available, a helper can take the younger children to Nursery. Older children can proceed to Gospel Project room with the guidance of a Junior helper and should be watched by Check in lead and security to ensure they enter the theatre directly from check-in.

**Security Role: Security will be watching the Gospel Project entrance during check-in to ensure children are entering the theatre after check-in and to ensure none are coming back out after checking in.**

Guests should be invited to take their child(ren) all the way into the Gospel Project theatre to meet the leaders. Guests should also be provided with information about the children's programs such as the information sheet provided by Grace Kid's director.

**Gospel Project and Nursery leaders role: Do not admit any child to your area who does not have a wristband applied.**

Wait until 1030 or arrival of all usual children before closing up.

Provide filled out sign in sheets to Nursery and Gospel Project. Do a final head count with leader in each area to ensure numbers match sign in. Document the number and

both Check-in volunteer and area leader should initial the number. A few wristbands should be provided to each area in case late arrivals need to be signed in.

Check-in volunteer can then attend the service.

After communion is served or when the final 2 worship songs begin, Check-in volunteer will return to hallway to set up child check out.

Collect sign in sheets from Gospel Project and Nursery and complete another head count and initial as before.

Junior Helpers join the Child Check-in leader at the same time to assist with check-out.

Parents check out children by initialing on the sign in sheet in the last column and note the time.

The wristband stub is provided by parent to check-in lead and will be taken to the gospel project or Nursery area by the junior helpers.

**Gospel Project and Nursery leaders role: When Junior helpers come to the area to request a child(ren) you are required to take the wristband stubs from the junior helper and collect them all - checking the number against the children's wristband if you have any concerns about identity - such as with guests. At the end of Check-out, you should do a count of all the stubs to ensure the number matches the head-count.**

Most often there will be recognition of the child and parent, but if an alternate has been provided to pick up a child, the number should be checked and verification that proper sign out has taken place can be asked for at any time at the discretion of the leader. Any new parents should be carefully checked at all times until recognition is secure.

Any questionable situations should be occasion to ask the parent to kindly wait until a Coordinator or Director can be sought out to vouch for a parent/guardian or assist with decisions.

The above process should be reviewed and explained to all Gospel Project and Nursery leaders, coordinators and check-in leads at the start of implementation and at any time that changes take place.