

# **Policies & Procedures for Central Kids**

## **CHECK-IN & DISMISSAL**

Parents/Adults will walk their kid to their classroom between 5:20-5:30.  
Parents/Adults will pick their kid up from their classroom at 6:15.  
SGLs will take attendance.

## **RESTROOMS**

Never go into the bathroom alone with a child. If they need help, bring another adult or helper with you. If they are old enough send them with a “buddy” using the buddy system. Parents- please take your kids to the restroom before classes start.

## **ALLERGIES**

Be aware of the allergies of your few- especially peanut allergies. During group times when you are giving out food, double check with each student to make sure they aren't allergic to anything you're giving.

## **DISCIPLINE**

If you have a child that is not following the guidelines; being respectful of the volunteers, themselves and others. Using kind words, keeping their hands to themselves and being helpful to each other~ try first directing the child's behavior. If that doesn't work have a plan in place to contact the Team Lead, Central Rep, Director, or Staff so they can handle the situation apart from small group.

## **FIRE EVACUATION PLAN**

In the event of a fire please walk across the parking lot in the crosswalk to Building B. SGLs will need to keep their class together and do attendance once at safe location. Parents can check on their kids after attendance has been conducted. Listen for further instructions from the Director. **DO NOT GET YOUR KIDS.**

## **LOST CHILD PROCEDURE**

Should a child get lost after they have been dropped off, notify the director immediately. You may need to shut down the environment and not let anyone in or out until the child has been found. Be sure to share what the child is wearing and let staff and volunteers know what to be looking for.

## **ELECTRONIC DEVICES**

We are asking that all electronic devices be kept at home during class times. If a cell phone is brought to class it will be stored in the class holder and remain there until the end of class.

*\*SGLs are mandatory reporters - required to report to Director and/or Church Manager*