

# POLICIES & PROCEDURES

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## CHECK IN & PICK UP

Please check in your child before dropping them off to their classroom. They need an ID tag from infant to 3rd grade. You will also need your sticker with their # on it to pick them up after service.



## DIAPER CHANGE POLICY

Staff is trained to wear gloves and sanitize changing area. More than one staff member will be in the room while your child is changed and you will be notified at pick up.



## RESTROOM RULES

Staff will never go into the bathroom alone with your child. If a child needs help, two staff members will assist them.



## DISCIPLINE

If your child is having trouble following the guidelines that have been put in place, we will work with them to redirect their behavior. If we are not successful, you will be asked to come help us resolve the issue.



## ACCIDENTS

If your child is injured in our classroom we will take a full injury report and communicate clearly with parents.



## FIRST AID

First aid kits are readily available to our staff and placed throughout the children's ministry environments.



## FIRE EVACUATION PLAN

Our church has an emergency evacuation plan in place. There are maps in every classroom with emergency evac plans and routes.



## LOST CHILD PROCEDURE

Should a child be reported missing, the building will be locked down and no one will be allowed to enter or exit until the child has been found.



## TOY CLEANING

We follow Louisiana Department of Health guidelines and spray toys with their recommended antibacterial cleaning solution daily.



## WELLNESS POLICY

If your child has been sick, we ask that your child be symptom free, including fever, for at least 24 hours before allowing them to join other children in the nursery.



## ALLERGIES

Please communicate any allergies your child may have, if they are carrying an epi pen, or anything else we need to know.