

## **Policies and Procedures**

### **a. WELLNESS POLICY**

In order to ensure the health and wellness of children and volunteers we ask that sick children not attend Next Generation programming.

The Committee on Control of Infectious Diseases of the American Academy of Pediatrics recommends that a child should not leave home when any of the following symptoms exist:

- Fever (over 100.5 degrees)
- Vomiting or diarrhea within the last 24 hours
- Any symptom of childhood diseases such as scarlet fever, German measles, mumps, chicken pox or whooping cough
- Common cold - from onset through one week
- Sore throat
- Croup
- Any unexplained rash
- Any skin infection - boils, ringworm or impetigo
- Untreated pink eye or other eye infection
- Any communicable disease
- Lice, including the presence of eggs or nits

If your child becomes ill during their time with us, they will be separated from other children until they can be picked up.

Volunteer staff cannot admit a child/youth that is showing any of these symptoms.

These are the guidelines that we follow and we expect that a child or volunteer be free of fever for 24 hours before attending.

### **b. SNACK POLICY**

Due to the possibility of food allergies, we maintain a nut free environment in our Children's Ministry areas including Nursery, Preschool, and K-5. We ask that no outside snacks be brought without prior approval from a Next Generation Staff member. We provide snacks for children in our Nursery area. Due to the special needs of infants and toddlers, approved snacks may be brought from home. If you choose to bring a snack for your infant or toddler, please clearly label the snack with your child's name. Children will not be allowed to share their snack with other children. This snack will only vary between cheerios, cheese crackers, graham crackers, fruit snacks, or animal crackers. If you have specific snack requests or if your child has a food allergy, notify the Nursery staff and your child's room leader immediately.

### **c. REGISTRATION POLICY**

### **Sunday Morning Children's Ministry:**

Children can be registered on Sunday mornings by stopping by one of our Check-in Computers and completing a registration form.

Visitors are always welcome! Please see one of our Check-in assistants at any check-in computer.

### **Midweek Childcare:**

Pre-Registration is required for Childcare which is available for Bible Studies, Midweek Services, or Special Classes. Please contact our Nursery and Childcare Coordinator, Kelly Collins at [kcollins@stjstl.net](mailto:kcollins@stjstl.net) or 636-394-4100 ext. 399.

## **d. CHECK IN POLICY**

Upon arrival for any Next Generation programming at St. John, children will need to be checked in at a computer check-in station.

### **Drop off:**

To ensure the safety of children infants through 5<sup>th</sup> grade we provide a two part security receipt system. When you sign your child in at a computer station, it will print out two duplicate receipts which contain your child's name and room location. Parents are instructed to give one receipt to the room attendant or small group leader when you drop off your child in his/her classroom. For the safety of your child, we require all children through 5<sup>th</sup> grade to be dropped off by an adult.

### **Pick up:**

We ask that you pick up your children immediately following the service or study so that our volunteers can be released. Please present the second receipt to the room attendant or small to pick up your child. For the safety of your child we cannot release any child without this second receipt or proper identification.

## **e. PERSONAL ITEMS**

Please label all of your children's belongings. We discourage parents from allowing their children to bring their own toys into class with them, as it is easy for them to be misplaced or forgotten and can sometimes create a problem within the group.

## **f. EMERGENCY PROCEDURES**

### **Fire:**

Children will be escorted to the soccer field on the south side of campus. Parents **may not** pick children/youth up in transit to the field, but may walk with child/youth and group to the field and check child/youth out with small group leader after arrival and head count.

### **Tornado:**

Children will be escorted to the lowest level of the building that they occupy. Parents **may not** pick children/youth up in transit to the lower level, but may walk

with child/youth and group and check child/youth out with small group leader after arrival and head count. Any parents that come to take their children must remain with their child's group in the safe room until the "all clear" signal sounds. At that point, children need to be checked out as usual before leaving with their parent.

**Lock-Down:**

If we have someone in the area threatening the safety of our children we will go into lock down mode. Parents will be allowed to pick up their children only after the "all clear" signal has been given.