



A Ministry of Colonial Presbyterian Church

## SAFE & SECURE PLAN

### Wornall Campus

At Colonial, we know that you have entrusted your child(ren) into our care. That is why one of Colonial Kids Ministries' highest priorities is the safety and security of your children.

#### CHILD PROTECTION POLICIES:

In order to provide an emotionally and physically safe environment for children, the Colonial Kids Children's Ministry adheres to the following Safe & Secure Plan:

#### MINISTRY PARTNERS:

♦ **Ministry Partner Applications:**

First time Ministry Partners are required to complete a confidential Ministry Partner application prior to serving in Colonial Kids.

♦ **Ministry Partner Background Screening:**

Colonial's screening policy states that all Ministry Partners working with students under the age of 18 must have a background check completed prior serving as a Ministry Partner. Following the initial background check, this screening occurs every two years through Colonial's HR Coordinator.

♦ **Two Teacher Rule:**

There must be two teachers, or a teacher and a teen helper, in the classroom at all times.

♦ **Name Tags:**

All Adults in the Colonial Kids classrooms are required to wear a nametag as a means of identifying them as an adult authorized to be in the classroom.

## **STUDENT ENROLLMENT FORMS:**

Student enrollment forms need to be filled out each Fall. This give Children' Ministry current information on medical history, address changes, grade preferences, and media release wishes. Please go to the Colonial Kids website [www.colonialkc.org/ckevents](http://www.colonialkc.org/ckevents) page to find the link to the enrollment form.

## **SECURITY TAGS:**

### **Infant & Toddler Ministries:**

Parents will need to fill out a 3-part sticker when they drop their children off in the classroom. One part goes on the child's back, another on their diaper bag, and the third, the parents will keep until they pick up their child. Caregivers will only release a child to the adult that has the matching sticker. If a parent loses the sticker, than a photo ID will be required to pick up your child. Children will not be released to siblings.

### **Preschool Ministries:**

Parents will need to fill out a 2-part sticker at the welcome table before they drop their children off in the classroom. One part goes on the child's back, and the second part the parents will keep until they pick up their child. Caregivers will only release a child to the adult that has the matching sticker. If a parent loses the sticker, than a photo ID will be required to pick up your child. Children will not be released to siblings.

### **Grade School Ministries:**

Students will find their pre-printed sticker name tag on the Grade School Welcome table. Grade school children will only be dismissed to a parent.

## **PAGERS:**

Pagers are available to parent of all infant and toddlers. A pager may be obtained at the Infant & Toddler check-in tables. Pagers should be returned to the check-in tables as children are picked up. The pagers will not "beep", they vibrate. Therefore, the parent should wear the pager or hold it at all times. Parents will be paged if a child becomes ill, cries excessively, or sustains an injury requiring the parent's attention.

### RESTROOM PROCEEDURES:

Nursery & Toddlers are to be changed in designated areas by staff and in the presence of other staff or Ministry Partners.

When assisting a preschool child, teachers will leave the door to the entrance of the restroom open and allow the child as much independence and privacy as he/she can manage.

Two or more children should be taken to the restroom at a time.

Grade school children will be dismissed to the restroom while being closely monitored by an authorized adult in the hall.

### CHILD ABUSE:

All staff and Ministry Partners are trained in indicating possible abuse or neglect. State law requires the church to report suspected cases of child abuse or neglect.

### FIRST AID KITS:

First Aid Kits are located by the elevator on all three floors.

### ALLERGIES:

Colonial Kids has a nut free policy. Food brought into a ministry area is checked to make sure it is nut free. No cows milk is allowed in the infant and toddler classrooms.

### EVACUATIONS:

Each classroom has an evacuation route posted for both tornados and fires. Evacuation routes are a part of every teachers yearly training. Fire and tornado drills occur on a yearly basis.

Fire drills are done in the fall, and tornado drills are done in the spring.

In the case of cold weather, coats will be gathered and put on children once they are safely out of the building.

**A NOTE TO PARENTS:** As a part of Colonial Presbyterian Church's Evacuation Policy, In case of a fire; adults will be required to exit the building, first, before getting their children. In case of a tornado; adults will be directed to the north wall of Fellowship Hall, and children will be directed to the east wall of Fellowship Hall. Please do not come get your children until the all clear is given. Your child(ren) must be counted before they can be released to you. A child will be released only to their parent.

## INFECTION CONTROL:

In order to minimize the spread of any infections within the Colonial Kids Ministries and to ensure the health and safety of all children and caregivers, the following practices have been adopted.

1. Diapering will occur at the changing table which is sanitized after each use.
2. Gloves will be used during diaper changes.
3. All mouth toys will be placed in the mouthed toy bin and then washed at the end of the class.
4. Hand washing is required after diaper changes, after wiping noses, after personal restroom use, and before food preparation. Caregivers will make sure that a child's hands are washed after toileting, after use of tissues for wiping eyes and nose, and before eating.
5. Children with the following conditions will not be allowed in the nursery or classroom:
  - ◆ Fever of 100 degrees F
  - ◆ Diarrhea
  - ◆ Runny nose with green or yellow discharge
  - ◆ Undiagnosed rash
  - ◆ Sudden onset of vomiting
  - ◆ Conjunctivitis (Pink Eye)
  - ◆ Strep throat
  - ◆ Lice
6. Colonial Kids staff and Ministry Partners are not authorized to dispense any medication of any kind. If a child is taking medication, the parent will need to come to the classroom to administer it.

