



Kids Church Policies

CHECK-IN & CHECK-OUT

- Our check-in desk will be ready to welcome your child 15 minutes prior to the start of service.
- On the first week you attend:
 - Please go to our kids church welcome desk where our kids church team will welcome you.
 - You will complete a registration form and your children will be given handwritten name tags with the last 4 digits of your phone number on them.
 - We will use your phone number to securely check out your child.
- On your second visit:
 - Please go to our kids church welcome desk where you will be asked for your last name.
 - We will print your child's name tag and a parent tag for you with a security code that we will use to check out your child.
- Children are to be released only to the authorized parent or adult with their parent tag.
- These rules must be strictly adhered to, for the safety, security, and wellbeing of our children.

PAGING PARENTS

- If we need your assistance during service, we will display the last 4 digits of your phone number on the screen in the auditorium.
- Please make your way to the kids church welcome desk if your number appears on the screen. A kids church team member will be there to greet you.

HEALTH POLICY

It is always our goal to prevent the spread of sickness in our classrooms. In consideration of all the children admitted to Oaks Kids, we will not admit children with the specific symptoms.

Any of the following within the past 24 hours:

- Fever
- Diarrhea
- Vomiting
- Pink Eye or Symptoms

Any of the following current symptoms:

- Green/Yellow Discharge
- Productive or Persistent Cough
- Rash
- Head Lice

BEHAVIOR POLICY

We are dedicated to creating a safe and loving environment for all of our kids. Our expectations include:
Be Safe, Be Respectful, Be Responsible, Have Fun.

If a child is not behaving appropriately, a teacher will verbally ask for the appropriate behavior. After two reminders, the child's parent or guardian will be notified, and the child will be asked to stay with their parents for the remainder of service and come back the following week.

Intentional hitting, kicking, or biting will not be permitted. The parent or guardian would be paged if this occurs, and the child would be asked to come back the following week.

KIDS CHURCH VOLUNTEERS

One of our goals is to provide a safe and secure environment in which children can participate and parents feel comfortable leaving their children. All Oaks Kids volunteers must pass a background check, be an active part of Oaks Church, and adhere to all Kids Church policies listed below.

TWO WORKER RULE & RESTROOMS

- At least two volunteers must be present with children in the classroom at all times.
- All physical contact must be limited to appropriate touch.
- Restroom breaks and diaper changes are to be done by female volunteers only.
- Two volunteers should be present when assisting children in the restroom.
- Diaper changes are done in designated areas and in the presence of other volunteers.

EMERGENCIES

- **Evacuation Procedures:** Assist the children to the emergency exit specified for that room. Emergency exit routes are posted in each classroom.
- **Storm Procedures:** Assist the children to sit against the classroom wall in a protective position.
- **Threat Procedures:** In the event of a potential threat, the kids' program will be under lockdown. The coordinator will lock the kids church entrance and turn off the lights. All children will relocate to rooms 3 & 4 (Walkers Room and Toddler Room) until otherwise directed.
- **First Aid:** First aid kits, ice packs, and thermometers are located in the check-in counter. Kids church helpers can administer band-aids, ice, and soap if needed. Do not administer medication.