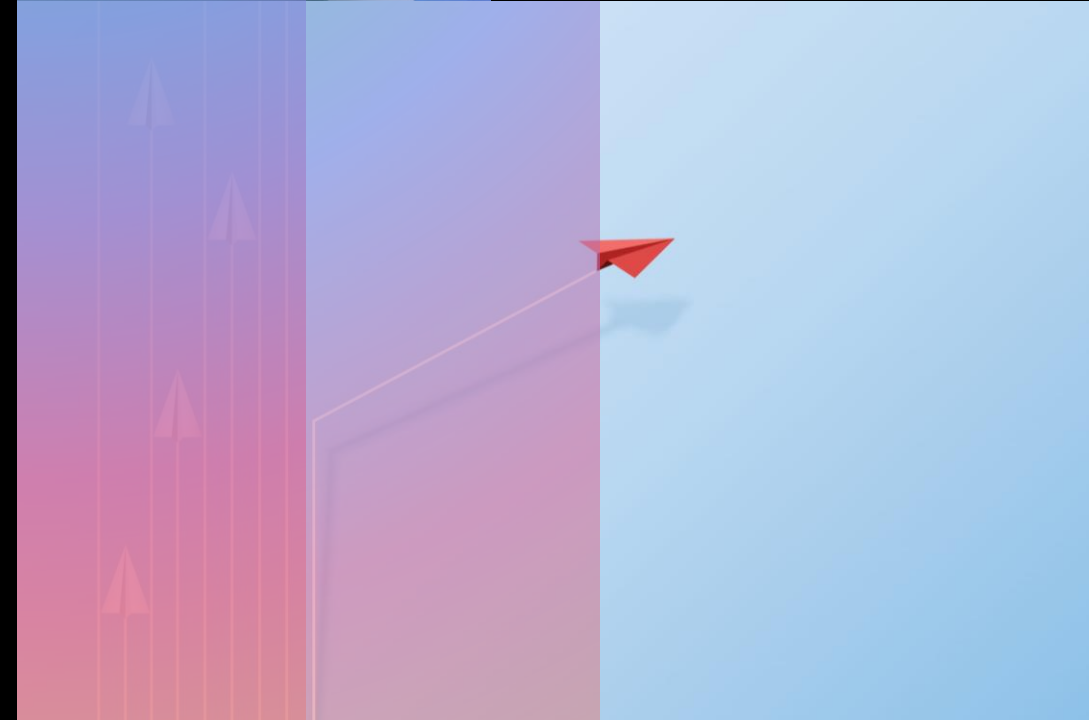


E-ROCK KIDS MINISTRY POLICIES & PROCEDURES



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CHECK-IN & DISMISSAL

- Make sure any child has gone through the official check-in process before he can be dropped off with the correct small group leader. Parents should receive an ID tag for children 6 month through 5th grade with a unique code matching the parents with the children.
- At pick up time, parents will need to show to a small group leader the same ID tag it was given to them when they dropped off their kids, after information has been matched and confirmed between the parent and the minor, at that point the child will be release to parent or legal guardian.
- The small group leader will keep both tags and shred them at the end of his/her shift.

SEXUAL MISCONDUCT PROCEDURE

- All staff and volunteers are required to pass a background screening process before helping in the ERBC children's ministry. Failing to comply with taking this step will result in immediate disqualification to serve. Every small group leader or volunteer has to be an active member or regular attender of ERBC for at least six months before being allowed to serve in our children's ministry.
- ERBC children's ministry has zero tolerance for child abuse in any form, physically, mentally, emotionally or spiritually. If a small group leader or volunteer is found guilty of any misconduct, the incident will immediately be reported to church's authorities as well as the California Police Department. The small group leader or volunteer will be removed from any responsibilities and already scheduled shifts as soon as the incident is known to the children's director or any church staff. No exceptions.

SEXUAL MISCONDUCT PROCEDURE

- If an incident of child abuse happens while a child is in the premises or care of our children's ministry staff, police department and parents or legal guardians of the victim will be notified immediately about the incident, the church will help and comply with LAPD suggestions and recommendations as well as offer resources for the victim's family to start the healing process.
- ERBC Children's Ministry will be offering two trainings a year about preventing child abuse and the safety of children first; the goal of this training is to keep volunteers and small group leaders updated with knowledge about this issue and how to prevent it.



TWO ADULTS RULES

- It is our goal that a minimum of two unrelated adult workers will be in attendance at all times when children are being supervised during our programs and activities. Some children's classes may have only one adult teacher in attendance during the class session; in these instances, doors to the classroom should remain open and there should be no fewer than three students with the adult teacher. We do not allow minors to be alone with one adult on our premises or in any sponsored activity unless in a counseling situation.



TWO ADULTS RULES

- For Preschoolers: If a child needs help in the restroom, a small group leader will assist the child and keep the door open. If there is a third volunteer in the room, then two of the small group leaders will assist the child going to the restroom. For Elementary kids: a small group leader with a youth volunteer will walk the student to the restroom; they will wait outside.
- A small group leader or volunteer will make sure the student goes back to the assigned small group area. Small group leaders and volunteers are not allowed to go into restrooms together to assist with cleaning.



Protecting our Children and Environments

- No adult without proper clearance and background screening check is allowed to stay in the children's environment, that includes the nursery, preschool and elementary rooms. If parents or legal guardians don't feel comfortable leaving their child without them in the room, then we will ask them that they join the service from the family room where they can be together.



DISCIPLINE

- If a child is having trouble following the guidelines that have been put in place, the leaders will first try to correct the child's behavior by talking with him, if that doesn't work, the director will be contacted so that she can handle the situation away from the child's small group.
- Parents will be given a full report at pick up time.
- No physical contact is permitted to correct a child's behavior.

SICKNESS POLICY

- We ask that a child or small group leader be fever free for at least 24 hours before entering the environment to work or join one of the kid's services.
- Parents need to communicate any allergies their child may have to the leaders working that day.
- If a child or small group leader is experiencing Covid-19 symptoms or feeling sick, we ask them to stay home to protect themselves and the health of others. If a child is experiencing any flu-like symptoms at time of check in or has a fever we reserve the right to take care of the child that day.
- If a child develops COVID-19 symptoms while in the care of our children's ministry, parents or legal guardians will be notified immediately, and the child will be secluded in a room until parents pick him up.
- If a child with symptoms tested positive for the COVID-19 virus, families will be notified immediately that there has been a positive case in the church, families who had close contact with the infected child will be notified immediately. Our children's ministry will have to close for two weeks to allow a deep cleaning in the rooms and to follow protocol from the Health Care Department.



INCIDENT REPORT & FIRST AID KITS

- If a child is injured in a classroom, we ask that the leaders let their director know exactly what happened. We then take a full incident report and communicate the injury clearly to parents.
- First aid kits are readily available in every classroom for leaders to properly provide aid.
- In the event of a real medical emergency, call 911

FIRE EVACUATION PLAN & LOST CHILD PROCEDURE

- Church has an emergency evacuation plan in place. There is a map on the wall by the door of each classroom with the emergency exit route, along with a red backpack containing everything leaders will need to execute the emergency evacuation plan and lead the children to safety.
- If a child gets lost under the supervision of a staff from our children's ministry all the rooms and gates in that particular building will be shut down and no one will be allowed to enter or exit the area until the minor has been found.

DIAPER CHANGING POLICIES

- Parents will be asked before they leave the room if they are ok with a diaper change from someone from our children's ministry staff, if they consent a trained small group leader will assist with the duty. At pick up time the parents will be notified about the diaper change. Small group leaders will **WASH THEIR HANDS** before and after changing a diaper, they will sanitize the changing table and wash their hands one last time.



CLEANING PROCEDURES

- We spray the toys with antibacterial nursery friendly spray and let them air dry after all the children have left, or small group leaders will do a deep cleaning of the toys in hot soapy water diluted with a splash of vinegar to kill any germs. For the safety of a newborn, the Early Childhood Environment has been tailored to children from the age of 6 months to 5th grade.
- All small group leaders have to use disposable shoes throughout their shift in the Nursery room. No exceptions to the rule.