

# Lighthouse Kids Policies and Procedures

## Accidents

### Serious injuries

- Call 911 on your cell or hall phones (on hall phones dial 9-9-1-1).
- Send someone to notify a staff member.
- Do not move a child if there is any possible injury to the back or head.
- Remain calm and continually reassure the child.

### Minor injuries

- Send someone to notify a staff member.
- Listen to and reassure the child.
- Determine what the injury needs- band-aid or ice. First-aid kit locations:  
Nursery-in the Twos room; Preschool-in the washroom;  
Grade School-by the Resource Room; Large Group-in the room
- Ice packs are on top or inside the first aid kits – activate by shaking and squeezing.
- Wear surgical gloves (in first-aid kits and by changing tables) in the presence of blood or other body fluids.
- Staff will have you fill out an accident report. Staff will notify parents and make a follow-up phone call within the week.

## Staffing and Supervision

- For the safety of children, at least two leaders are required in each room in the Nursery and Preschool departments – at least one must be an adult, student leaders must be age 14 or older. Student leaders 13 and under can serve with their parent. Married couples may not serve together in the same room without a third person in the room.
- Grade school small groups may have one leader because all rooms are monitored by staff or lay leaders who are stationed in the hall.
- All class rooms must have doors open or unobstructed glass panels.

## Bathroom Procedures

**Nursery:** Go inside and leave the door open while child is using the bathroom. Only adult women may assist children. Always wash your hands and the child's hands with soap and water after the child has used the toilet.

**Preschool:** Stand outside door while child is using the bathroom. If child asks for help, leave the bathroom door open while assisting him/her. Only adult women may assist children. Always wash your hands and the child's hands with soap and water after the child has used the toilet.

**Grade School:** Grade school children must be escorted to the bathroom. If no one else is in the bathroom, wait in the hallway. If someone else is also in the bathroom, you must go in and wait outside the stall. Men supervise boys and women supervise girls.

## Physical Contact

*Touch has a profound ability to communicate both positively and negatively. Touch is a very powerful and important tool – power to communicate warmth, concern and care to a child. When touch is misused, it can become destructive to the child. Simply provide a warm, caring environment for them to learn and grow.*

- Appropriate Touch
  - √ Non-demanding, gentle, child receptive
  - √ Side hug
  
- Inappropriate Touch
  - √ Kissing a child
  - √ Demanding hugs/kisses
  - √ Touching chest, genital region, upper legs, buttocks
  - √ Forcing a child to sit in the center of your lap

## Health Concerns

- Be aware that some of our children may have very serious or even life-threatening food allergies or other food related health issues.
- Be aware of any allergy alert on a child's nametag.
- Do not give out treats without prior approval. You may under no circumstances ever give any treat with peanuts – check labels!
- Gluten free snacks are provided for the Nursery and Preschool departments.
- Be familiar with the posted sickness policy. If children are displaying these symptoms, please see Staff.
  - √ Fever, vomiting and/or diarrhea within previous 24 hours.
  - √ Runny nose with any colored discharge
  - √ Unexplained rash or skin infection
  - √ Sore throat
  - √ Pink eye and/or other eye infections
  - √ Head lice

## Discipline

*We believe that children will not feel secure in church if other children are allowed to behave inappropriately. The church is a place for love and acceptance, not for disrespect or out-of-control actions.*

- Remind children frequently of the following expectations:
  - √ Use only words and actions that are kind to others.
  - √ Use only words and actions that will keep you and their church friends safe.
  - √ Always treat God's house with love and respect.
- Let the children know their limits:
  - √ What they are allowed to do
  - √ What they cannot do
- Praise children who are acting properly
- If a child disobeys:
  - √ Speak individually with the child.
  - √ Talk firmly, but lovingly, and tell them what they did wrong.
  - √ Have them sit in "cool down" for a specific amount of time to help them control their behavior.
- If you have trouble each week with the same child, talk to a staff member. A staff member will speak to the parent to determine appropriate action.
- Children are NEVER to be physically disciplined.

### **FastPass Check-In/Check-Out Procedures**

- All Lighthouse Kids volunteers must check-in in the lobby. Please wear your lanyard when serving.
- All children must have a nametag on their clothing before entering the room. If a family did not check-in in the lobby, please notify a staff person.
- The child may be released to the person that is in possession of the receipt.
- You must visually compare the numbers – they are randomly assigned each week.
- Remove the nametag from the child when the child is checked out.
- If a parent/custodian does not have the receipt, they must go back to the lobby kiosks and be verified and return with the verification before the child may be released.
- If a visitor is the child's custodian and loses their receipt, please notify a staff person. Staff will explain that the visitor must wait for all children to be picked up before we can release their child.

# Lighthouse Kids Basic Safety Notes



## ***In Case of Fire:***

Do not leave children unattended for any reason.

Follow instructions from staff for evacuation.

Do not use elevators.

Use nearest stairwell and evacuate the building.

Nursery: \*Ushers will be sent to assist in evacuation.

\*Place infants four per port-a-crib and wheel outside. Throw firesafe blanket (in labeled cupboard) over each crib.



## ***In Case of Severe Weather:***

Do not leave children unattended for any reason.

Follow instructions from staff for evacuation to lower level.

Have children sit against the wall with their head between their knees.

Nursery: \*Ushers will assist in evacuation.

\*Carry infants downstairs — no elevators!



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## ***Other Important Information:***

\*Adults in the worship service will be given emergency instructions and parents will be instructed **not** to pick up their children—they will be directed to emergency evacuation areas to avoid confusion.

**Parents that are serving MUST remain  
with their group/class.**