Welcome to the Lighthouse Kids Department at Christ Church

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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.
- Staff will have you fill out an accident report. Staff will notify parents and make a follow-up phone call within the week.

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 located at each campus.
- Ice packs are on top or inside the first aid kits – check instructions on how to activate
- 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 volunteer must be an adult.
    - It is recommended that student leaders be at least 14 years or older and may serve at the discretion of the Lighthouse Kids Director.
    - Student leaders who are age 12 and 13 may serve at the discretion of the Lighthouse Kids Director or Campus Pastor.
    - Married couples may not serve together in the same room without a third non-familial 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 classrooms 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. (Diapering Guidelines Appendix 1) (Choking Infant Guidelines Appendix 2)

Preschool: Stand outside door while child is using the bathroom. If a 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 the 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
- Children may not bring snacks into the classroom without prior consent. Encourage children that do bring a snack to finish it before they enter the classroom

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.

Check-In/Check-Out Procedures

- All Lighthouse Kids volunteers must check-in at the appropriate station. Please wear your lanyard when serving.
- All Lighthouse children must have a nametag on their clothing before entering the room. If a family did not check-in at the station, please notify a staff person.
- The child may be released to the parent/custodian 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 posses a receipt at the time of pickup, please notify a Lighthouse Kids Director or Coordinator: have the parent/custodian present a driver's license or ID which will be used to confirm their information using the database (Church Community Builder or LEAD app).
- If a visitor is the child's parent/custodian does not posses a receipt at the time of pickup, please notify a Lighthouse Kids director or coordinator: have the parent/custodian present a driver's license or ID which will be used to confirm their information using the Connect Card.

Security Procedures/ Lockdown Protocol

Prior to children arriving the childcare supervisor/children's director must:

- ✓ Make sure you know where the panic button is located
  - It is located on top of the shelf in Facilities Office near the Walkie Talkies.
  - It must be worn around your neck.
- ✓ Pick up a walkie-talkie from the Facilities office near the copy machine.
- ✓ Be sure the leader for the evening program/event has a walkie talkie. This will be your point of contact. If the leaders will be unavailable because they are teaching at their event, have them tell you who they have assigned and given a walkie talkie as your contact.
- ✓ Assess your volunteers for your shift to ensure that you know they all have been notified at some point about emergency procedure. If you have a new volunteer, instruct them so everyone on your team knows what do in the case of an emergency.

If you are aware of a suspicious person:

- ✓ Contact the leader of your event /program and ask for assistance.

Don't be afraid to use the panic button if you are unsure of the situation. The police will arrive in a very timely manner.

If you hear a disturbance/shooting:

- ✓ Assess the situation – can you safely evacuate the building?
- ✓ If able to safely evacuate, quickly exit through the safest door.
- ✓ If you cannot safely exit, dead bolt the door, turn off the lights, lower blinds and gather the children in the classroom bathroom or a corner far from the door. Silence cell phones.
- ✓ Open the door when it is safe or you have been notified

In a highly stressful situation, it is important you and your volunteers project calmness as best you can so the children will remain calm and therefore more compliant to your instructions.

*****ALWAYS REMEMBER THAT YOU AND ALL WORKERS MUST FIRST PROTECT THE CHILDREN IN YOUR CARE. IF YOU HAVE A CHILD IN THE PROGRAM DO NOT LEAVE YOUR GROUP TO FIND YOUR OWN CHILD.**

Lost Child Procedure

- Please let a staff member know as soon as a child is lost.
- The staff member will notify the ERT (Emergency Response Team) if available at the campus/event.
- Once notified, the Lighthouse staff will check their areas, and notify the parents.
- If, in the event, the ERT is not reachable or available at your campus the staff member will make all attempts to locate the child with the help of other staff and volunteers. The staff member will notify the parents.
- After determining whether the child is not in the building or on the grounds, the local police will be contacted.

NOTE: The ERT team will follow the procedures outlined in their training.

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!

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.

Cleaning Procedures

Please follow the procedures listed below for each department. Your assistance is greatly appreciated.

Nursery/ Preschool Classrooms:

After each class, please:

- Straighten the room (pick-up toys, put chairs away, etc.)
    - Spray (no need to wipe):
        - All hard toys
        - All surfaces
    - Place any toys that have been in a child's mouth in the laundry bag/bin/sink to be washed.
    - Please use a vacuum to clean up any food on the floor

Grade School Classrooms:

- In each classroom, wipe down the tables with disinfecting wipes.
- Make sure all markers and crayons are placed in their corresponding bins and supplies are put away on the bookshelves.
- Turn off all lights and shut classroom doors.

For all areas:

- Use the supply form to take note if anything in the rooms needs attention such as supplies, snacks, batteries, broken toys, items in need of repair etc. Put the form in Lighthouse Director's mail file in the main office.

Appendix 1

Diaper Duty

Ladies Only Please

- Don't leave the little one unattended on the table.
- Wear a new pair of disposable gloves for each diaper change.
- When necessary, wipe front to back.
- Put a “Changed with Love” sticker on clean diaper.
- Replace liner paper after each diaper change.

Thank you for loving our little ones!

Appendix 2

Instructions to Help a Choking Infant

What are the signs?

- High-pitched noisy breathing
- Cough is very quiet
- Cannot make sounds
- Color changes from red to purple to blue
- Cannot breathe

What should I do?

1. Support the head, neck, and jaw with one hand.

2. Using the heel of your hand, give up to five back slaps between the shoulder blades.

If the infant does not respond…

1. Yell, "**Help – call 911!**"
2. Do CPR, but each time you open the airway to give breaths, look for an object in the mouth. If you see something, remove it. If nothing is seen, **do not put your fingers in the mouth.**
3. Continue CPR until the baby responds, or trained help takes over.