



valleychildren

Security Policy

Physical Environment

The physical environment includes knowing who is in the room at all times, knowing the condition of the room (safe and clean), knowing you are not serving any food to which a child could have a deadly allergic reaction, knowing how to get out of the room in the case of an emergency, and knowing how to monitor activities in the lesson to keep everyone safe, including leaving the room to go to the playground. Let's start with focusing on who is in the room.

Classroom Teachers

We have a **two person in the classroom** expectation. In most cases, our classes are staffed with at least two teachers. In the event that they are not, the following procedures should be followed:

1. If you are the only adult in a classroom with a group of children, please leave curtains, blinds and classroom door open.
2. If you are the only adult in the classroom and there is only one child attending, please join in with a neighboring class.
3. Teachers must wear lanyard nametags to identify that they are the assigned teacher. In the event that you have misplaced your lanyard go to the Children's Ministry Welcome Desk to replace it.

We also want to know that the children have **safe** adults who have a personal relationship with the Lord Jesus. Therefore, each children's team member who works directly with children must go through our **Kids' Safe Process**.

If you haven't already done this, follow the steps below:

1. Complete Children's Ministry Application.
2. Read through policies and procedures and our Statement of Faith.
3. Give completed application to Director of Children's Ministry with copy of your driver's license.

4. Call the Children's Ministry office to make an appointment to discuss your testimony and interests/gifts for serving in the ministry. The next step to get connected with the ministry will be provided at that time.

Attendance and Check In/Check Out Procedure

Maintaining accurate attendance records allows us to plan for growth, as well as follow up with children. Checking in and out with the attendance sheet and security cards helps us to know where the children are at all times. Children who are registered in one class at a certain hour should not be in another class during that same hour. If you know that they are not a visitor, please encourage the parents to take them to the correct room. Parents should not move their child up to another room during the year. Move-up Sunday is always in September except for the switch between the nursery and walker rooms and walker room to the two-year-old classroom. Team leaders and teachers will make that decision together with the nursery coordinator.

Attendance is recorded each week by following the procedure below:

- An attendance list is located on the check-in table of each classroom.
- Checking In: Be sure all parents sign in their child by placing an "X" by their name and signing their name on the line next to the child's name. If the child is in the class for two-year-olds or the nursery, give the parents a pager and record the number of the pager you have distributed on the attendance sheet.
- If a child's name is not preprinted on the attendance list:
 - A. The teacher asks the parent if they are visiting for the first time. If they are from out of town or visiting from another church and do not plan to attend regularly, they should be sent to the Children's Welcome Desk to get a visitor security card.
 - B. If they plan to attend regularly and are not registered, have them complete a registration form and then send them to the Children's Welcome Desk for a temporary security card.
 - C. The parent writes the child's name on the attendance list.
 - D. Please note: a child's name will not appear on the preprinted list until the registration form has been processed.
 - E. Tell the parent that once they have completed the registration form, a security card will be made for them and that they can pick it up the following week at the Children's Ministry Welcome Desk.
- Checking Out:
 - A. One teacher should stand out in the hall or just in the doorway with the clipboard and attendance sheet.

- B. Ask the parent for the Security ID Card, and check to see if the number and name on the card matches the attendance sheet. If they have a pager, collect that and check to see if the number of the pager corresponds with the pager number assigned to them.
- C. Obtain the parent's signature.
- D. Call for the child to be dismissed to parent.