

Cornerstone Kids

Policies and Procedures

We have several systems in place to help provide a safe, healthy, consistent environment for our kids.

Wellness Procedures

Out of consideration to other kids, parents, and volunteers, we ask that you refrain from bringing your child if he/she is experiencing one or more of the following symptoms:

- Fever over 100.4
- Vomiting
- Diarrhea
- Skin rashes or eruptions
- Coughing associated with a respiratory infection
- Runny nose which has a yellow or green discharge
- Pinkeye, which is often accompanied by a yellow/green discharge or thick drainage from the eye
- Parasites such as nits, lice, mites, or ringworm
- Drainage, in any form, from the ear

Safety and Security Procedures

Every effort is made to ensure the safety of the children and the protection our teachers, helpers and volunteers from allegations of misconduct.

Checkin & Checkout

Cornerstone utilizes the electronic check in system, kidCheck, for all children signing in and out of children's ministry.

An authorized guardian must create a free kidCheck account at go.kidcheck.com. This can be done at home or on campus.

Children must be checked in by an authorized guardian.

Authorized guardians must present the corresponding "guardian receipt" upon checkout.

Restrooms

Only female teachers, helpers or volunteers may supervise diaper changes and/or assistance of children in the restroom.

Child restroom assistance must be supervised by a minimum of two (2) adults.

Children and teachers must wash hands after using the restroom.

Accidents and Incidents

If an injury of any kind occurs while a child is in the care of Cornerstone Children's Ministry a supervisor will notify immediately the authorized guardian. Every injury, regardless of how trivial, must be reported to the parents by the supervisor.

The two volunteers with the most knowledge of the incident must fill out incident report forms and submit them to the supervisor before leaving. Incident forms can be found in white file cabinet or the teacher's box in each class room.

In the case of serious or life threatening emergency, the supervisor will call 911 and contact the Executive Pastor.

Correction

Children are **never** spanked, hit or threatened with punishment by any individual volunteering in Cornerstone's Children's Ministry.

The goal of all correction is to assist the child in understanding obedience, correction and repentance, as well as to encourage obedience and accountability to God first, then authority figures.

Three stages of classroom correction are as follows:

Stage 1 - verbal warning

Children's Ministry volunteers address the child personally, on their level (literally), and quietly - avoid warning or scolding a child publicly.

Children's Ministry volunteers explain why the warning has been given.

Children, if old enough to understand, are asked to verbally recognize why, apologize specifically and assure better future behavior.

Children's Ministry volunteers are gentle and reassuring to the child of their friendship.

Stage 2 - sit out portion of class

If the behavior continues, the child will be directed to talk with the Children's Director.

Children's Ministry volunteers will recall the verbal warning to reemphasize why they are being sat out.

Upon child's return to class, Children's Ministry volunteers encourage the child to participate.

When the child gets picked up, the Children's Director will inform the parent of the child's behavior and ensuing correction.

Stage 3 - parents notified to pick up their child

If behavior continues, the Children's Director will have guardians contacted so the child may be picked up.

The guardian's will be contacted using the child's ID number found on the "guardian receipt". This number will be shown on the sanctuary screens.

When the guardians arrive, the Director will try to have the child explain why he/she was removed from class

If he/she can't or won't explain, the Director will kindly offer to do it for them.

Outside food and toys

For the safety of the children, we ask that parents refrain from sending their children into the classrooms with food or toys.

If a child does need food for a medical condition (i.e. diabetes), the parent/guardian must inform a children's ministry volunteer of the child's medical condition and the process for giving the food to the child