

New City Kids Policies and Procedures At-A-Glance

2022-2023 Ministry Year

(For the document in its entirety, please follow the following link:

<https://www.newcitycincy.org/files>)

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Accident and Emergency Procedures

Accidents

1. Parents will be notified regarding any injuries occurring while a child is in the care of New City Presbyterian Church. **In the event of a severe injury, one of the parents will be notified immediately.** A written accident report will be completed by a staff member detailing an observable and apparent injury. This report is to be signed by the parent and a staff member and kept on file for reference. Yellow first aid kits are conveniently located in each room throughout the church facilities in order to treat injuries.

Emergency: Fire Evacuations

1. Before evacuating, count the number of children in your class. Compare it to the sign-in sheet, and if possible, take it with you.
2. Evacuate building via closest non-flaming exit and proceed to gathering area (the Nazarene church parking lot). Upon arrival, take a head count to ensure all your children are with you. **Do not wait for parents.** Church officers and staff will assist with moving small children. We know some parents will come to room anyway; they should be pointed to gathering area if their child has been evacuated prior to arriving.
4. Await further instructions from New City staff members.
5. First Aid will be brought to you as needed. Do not leave your group to obtain first aid.
6. Remain calm, which will help keep your children calm.
7. Release children only to their parents, including elementary age.

Emergency: Tornado Evacuations

1. Acquaint yourself with the evacuation route for your classroom. All classrooms will evacuate immediately and meet parents in the basement.
2. Before evacuating, count the number of children in your classroom. Compare it to the sign-in sheet, and if possible, take it with you.
3. Evacuate to gather in common area of basement. Upon arrival, take a head count to ensure all your children are with you.
4. Await further instructions from New City staff members.
5. First Aid will be brought to you as needed. Do not leave your group to obtain first aid.
6. Remain calm, which will help keep your children calm.
7. Release children only to their parents, including elementary age.

Emergency: Violent Event

- Norwood Police Officer (plain clothes) is at church most weeks
- **Fights, Suspicious individuals, Potential kidnapping attempts:** Call deacon/officer on radio to location in question
- **To prepare for an active shooter:** Norwood Police recommends we all watch Run, Hide, Fight on YouTube: <https://www.youtube.com/watch?v=MMOEs8Obw8k>
- **If need for evacuation due to physical threat of violence:**
 - Follow the path of least apparent threat out of the building.

- Staff and church officers will again assist rooms with smaller children.
- Move directly away from the property (not to gathering area) with as many kids as you can.
- **Only return to the gathering area when the threat is over.**

Radios - Quick communication throughout the building on Sundays

- Should be used for situations when the Deacon on Duty is needed on site (medical emergency, sick/violent kid, adults wandering where they shouldn't be, etc.)
- All should be on and set to channel 5 during services (this is Deacon on Duty task, but feel free to check)
- Keep communication simple and clear; if message is awkward to say out loud (e.g., lurking individual), just ask for a deacon to come to your room for assistance

Evacuation Gathering Spot (the Nazarene church parking lot)



Building Exit Names



Appropriate Affection Policy

New City Presbyterian Church is committed to creating a nurturing and safe environment for our children that protects both the child from abuse, and adults from misunderstandings. Stating which behaviors are appropriate or inappropriate: (1) translates to shared accountability (2) means volunteers can comfortably and confidently show positive affection to the kids, and (3) helps clearly identify individuals who are not maintaining safe boundaries with children.

Appropriate Affection

Love and affection are part of living life together. Some positive and appropriate forms of affection include:

- Brief hugs
- Pats on the head, shoulder or back
- Handshakes
- Highfives or fistbumps
- Verbal praise
- Holding hands (only while walking with small children)
- Sitting beside small children
- Kneeling or bending down for hugs with small children

Inappropriate Affection

The following forms of “affection” are unacceptable in the church ministry setting:

- Full body hugs
- Embracing a child for extended amounts of time
- Kissing
- Holding children over 4 years old on your lap
- Holding or carrying a child over 4 years old who is not in need of physical help
- Touching bottoms, chests or genital areas, other than for appropriate diapering, toileting or dressing
- Showing affection to a child in an isolated or locked area
- Occupying a bed with a child
- Caressing knees or legs
- Wrestling and/or tickling
- Piggyback rides
- Any type of massage by an adult to a child, or by a child to an adult
- Any form of unwanted affection (respect a child’s “no,” even with permitted types of affection)

- Comments/compliments (spoken, written or electronic) that relate to the physique or body of a child
- Snapping bras, giving wedgies or similar touching of underwear, whether or not it is covered by other clothing
- Private gifts of money or toys to a child
- Private meals in nonpublic places
- Association with a child or children outside of church-related activities without parental permission

Child Abuse Reporting Policy

In situations of suspected child abuse on church property or at a church-sponsored event, the person suspecting the abuse should immediately report it to the Senior Pastor, an Elder, or a New City Kids Team Member. If possible, two persons should document the abuse.

Diapering and Bathroom Procedures

*****Only female New City Kids leads are allowed to accompany children to the restroom or change diapers.***** Under no circumstances should another person besides a lead or the child's parent escort a child to the restroom. Never allow a volunteer to accompany a child to the restroom, even if they offer. (Exception: Background-checked volunteers--usually female spouses of male leads--may take children to the restroom or change diapers.)

If there is a male lead in the classroom, he will take the child to the next classroom so a female lead can either escort the child to the restroom and/or change the child's diaper.

Diaper Changing Procedures

1. Check all children prior to the end of each session. Change if needed. Make every effort not to return a child with a dirty diaper. Change anytime during the hour if it becomes necessary.
2. Only change on changing pad/changing mat. Do not leave child unattended.
3. Use disposable gloves while changing child.
4. Clean pad after every use.
5. Put soiled diapers into the Diaper Genies in the room.
6. Wash or disinfect hands between diaper changes. Use gloves and change gloves between children.
7. Follow the diaper changing guidelines provided.

Bathroom Procedures

1. If there are any potty training children, watch for signs that they need to go to the restroom and/or take the child if they tell you.
2. Leave the door slightly ajar when assisting a child in the restroom.
3. Make sure you and the child wash your hand.
4. Elementary classes (K-6) should use the downstairs bathrooms by themselves. They should not need an adult to accompany them unless a special exception has been made between the parents, lead teacher and New City Kids team.

Potty Accidents

1. **If a child who is potty-trained (training) has an accident, notify the parent.****
2. Take the child to the bathroom to change and clean them up. Kits in each bathroom have wipes, plastic bags to hold soiled clothes, and pull-ups.
3. If a parent provided a change of underwear/clothes, put them on. If not, put on a pull-up. **Never leave a child bare-bottomed in the classroom.**

EpiPen Protocol

WHEN

EpiPen Jr. Auto-Injector is used to treat an emergent allergic, or anaphylactic, reaction.

Symptoms of anaphylaxis include: • blue lips with trouble breathing, wheezing or hoarseness • hives, severe itching or skin rash • swelling of face, lips mouth or tongue *If you suspect a child with a severe allergy is having an anaphylactic reaction, send someone immediately to locate the child's parents and follow the steps below.

HOW

Prepare the EpiPen Jr Auto-Injector for Injection • Remove the auto-injector from the clear carrier tube. Flip open the green cap of your EpiPen Jr Auto-Injector carrier tube. Tip and slide the auto-injector out of the carrier tube. • Grasp the auto-injector in your fist with the pointing downward. • With your other hand, remove the orange cap by pulling straight up without bending or twisting it. (Note: The needle comes out of the orange tip. Never put your thumb, fingers or hand over the orange tip.)

Administer the EpiPen Jr Auto-Injector • Hold the auto-injector with orange tip near the outer thigh. • Swing and firmly push the orange tip against the outer thigh through clothing until it "clicks". • Keep the auto-injector firmly pushed against the thigh at a 90° angle (perpendicular) to the thigh. • Hold firmly against the thigh for approximately 10 seconds to deliver the drug. • The injection is now complete.

Finalize the Injection Process • Remove the auto-injector from the thigh. The orange tip will extend to cover the needle. • Massage the injection area for 10 seconds. • Get emergency medical help right away. Child may need further medical attention. (Note: Be sure parent takes used auto-injector with them when they go to see the health care provider.)

Security and Safety Policies and Procedures

One of the goals of New City Kids is to provide a safe, secure and loving environment for children. In an effort to accomplish this, there are several security measures in place to protect the children, parents and the church.

General Policies - Nursery, Toddler & Preschool

Two-deep leadership is expected to be with the children for the nursery, toddler and preschool classes.

- a. Teachers should serve in teams so that **at least two workers are in the classroom at all times**. (If a lead is alone in the room when children arrive, ask a parent to stay until a volunteer arrives.)
- b. *****At least one adult who has gone through the screening process should be in each classroom at all times.** *Exception being the brief period when a lead must leave the room to accompany a child to the restroom. If you need to leave the room or to get coffee or get a parent PLEASE contact NCK and we will help you.
- c. Every effort will be made to have at least one female worker in classrooms having children ages 0-3 years.
- d. It is the responsibility of each classroom lead to communicate any need for additional staffing in their classroom to a Supervisor.
- e. *Effective October 1, 2022 - All lead teachers and volunteers are required to complete a background check administered by the NCK team using a 3rd party vendor.*

General Policies - Elementary

One background checked teacher is expected to be with the children for the elementary classes.

- a. *****At least one adult who has gone through the screening process should be in each classroom at all times.** *Please contact a NCK team member if any assistance is needed.
- b. *Effective October 1, 2022 - All lead teachers and volunteers are required to complete a background check administered by the NCK team using a 3rd party vendor.*

The following ratios are the preferred staffing guidelines.

- a. Infant: One adult per 4 children
- b. Toddler: One adult per 6 children
- c. Preschool: One adult per 6 children
- d. Elementary: One adult per 15 children

Drop-Off Policy for Elementary Classes/Club 56

- a. Elementary Classes and Club 56 do not begin until mid-way through the worship service.
- b. Children in grades K-6 are encouraged to sit in the worship service with their family until they are dismissed by the worship leader. (This usually happens during the song before the sermon.)
- c. Parents should not drop children off in the classrooms prior to this time. (Lead teachers and/or

classroom volunteers may be present in the classrooms prior to the start of class, but are not required to be until the official start of class.) The New City Kids policy is that two adults are required to be present in the classroom at all times.

d. Teachers are not permitted to sign a child into the classroom prior to the dismissal by the worship leader.

e. Lead teachers and/or volunteers may choose to keep their own children with them before the start of class, but must remain in the classroom with them.

f. For assistance in this situation, please contact a member of the New City Kids team.

Food and Allergies

Be aware of children in your class who have allergies. Allergies are noted on each child's tag which should be clearly displayed on his/her back.

Goldfish, Cheerios and/or Puffs will be offered to the nursery, toddler and preschool classes unless the parent has directed otherwise. **Never allow outside food or drink into the classroom.** Fruit squeeze pouches may be provided for children in the nursery rooms, as can labeled bottles with milk or formula. If you have any concerns, contact the on-call NCK staff. If you would like to bring a special food into the classroom for instructional purposes, please contact your class's director.

Tags/Digital Check-In System

When parents of children ages infant-4th grade check in their child, they are asked to sign-in using our digital check in system. Once signed in, each child will receive a unique tag to be worn on their backs. Each tag displays all relevant information for the child (i.e. class they'll be attending, parent names, phone number and any allergies or medical concerns).

All children must be wearing a tag to be allowed into their classroom. Upon drop off, check that each child has a tag and that the child is in the correct classroom.

If there is ever a question about who can pick up a child, do not release the child. Contact the Supervisor or New City Kids Coordinator on duty.

Visitors

Visitors will be signed in with our digital check in system using a guest log in. Their tags will have the same information provided as the regular users mentioned above. Pick-up procedure will be explained to them, and any other relevant policies so they are aware of what's expected. Check a visitor's tag and match that to the numbers on the child's tag.

Classroom Dismissal

Children age infant-4th grade must remain in their classroom until picked up by a parent. Even though the child may say they are to meet their parent, do not release them on their own. Children's

Church will be dismissed to their parents prior to the end of service. If the parent(s) is serving during the service, the Children's Church lead will sit with the child until he/she can be released to the parent. Siblings ages 13+ may pick up.

Teacher Identification

All leads and volunteers must wear the provided identification badge at all times while serving in their assigned classroom. Leads are identified by red lanyards and general volunteers are identified by black lanyards. If someone comes to your classroom and says that they are a parent or are from another church and just want to look around, please direct them to the Supervisor or New City Kids Coordinator on duty. Do not let unauthorized individuals into the classroom.

Cell Phone Use

Please keep your cell phone use to a minimum while in your classroom and keep it put away as much as possible. Some acceptable uses of a cell phone during class are:

1. Texting a parent to alert them of a situation with their child.
2. Texting a member of the New City Kids team for a need or a request.
3. Playing a song or video that is relevant to the lesson.
4. Taking a group picture of your class of a particular craft, game or other activity.
5. Calling 911 in the case of an emergency.

Sick Policy

DO NOT accept children whose health is in question. Do not admit a child who:

- has had a temperature of 100 degrees or higher within the last 24 hours
- has vomited or had severe diarrhea in the last 24 hours
- has an excessively runny nose, with or without colored discharge
- has been coughing excessively
- has had a recent contagious or suspicious rash
- has been exposed to a contagious illness (flu, chicken pox, measles, strep, hand foot mouth disease, pinkeye, etc.)

Contact the New City Kids Director if you are uncertain as to whether or not a child should remain in the room. Parents should be contacted to remove the child from the nursery/classroom if they are found to meet any of the above criteria. Parents should contact the New City Kids Director if their child is their child is diagnosed with a contagious disease within 3 days of being in the nursery/class. The NCK Director will not disclose to other parents who is sick, but may inform parents of exposed children to keep an eye out for signs of illness.

Vomiting

- If a child vomits in class, contact the parent and the NCK staff.
- Vomit kits (for cleaning up) can be found upstairs on top of the cubbies next to the restroom as well as in the Resource Closet in the basement.