

KIDFOCUS

Parent Handbook

Check-In & Pick-Up

- We value the safety of our children, so when you arrive you will check in your children using our secure KidCheck system. You will receive a security badge with an identification number, along with a name badge for your child to wear that has a corresponding identification number. The badges are used to ensure that your children are released to the proper person.
- In the event that you lose your badge, you will have to go to the KidCheck desk to verify your identity and to have another badge printed.
- KidFocus rooms are only allowed for KidFocus kids and trained Volunteers. Parents are not allowed in these spaces, so please drop your kids off at the door and do not linger in the KidFocus spaces once service has begun. We will notify you via text if there are any needs or concerns with your child.

Diaper Changing & Restroom Policies

- Diapers are changed by adult females (18 and older).
- The person changing a diaper for a child should always be visible to other people. Diapering should never take place behind a closed door.
- When assisting a child with the bathroom, volunteers will not close the door to the bathroom or the stall so that they may be observed at all times (or will leave the top half of the dutch door open).

Discipline Procedures

- Discipline Steps
 - Talk to the child.
 - Remove child from activity and/or redirect to another activity.
 - Have the child take a timeout from participating with other kids.
 - At this point, there needs to be follow-up with parents after the service.
 - If the kid continues misbehaving, preventing normal flow of classroom activities, harming himself/herself or others, call KidCheck to contact the parents.
 - Temporary break from attending.
- If you need to be contacted during the service, you will receive a text to go to KidCheck, and they will open the door to the nursery or elementary hallways.
- The room leader will fill out a Behavior/Incident report if there is any injury or attempted harm or a parent has to be contacted.

Snacks & Allergies

- We provide the following snacks for kids:
 - Infants: Cheerios
 - Toddlers: Cheerios
 - 2 year olds: Goldfish
 - 3 year olds: Graham Crackers
 - 4 year olds: Goldfish
- Allergies are listed on a child's name badge. Please give instructions to the room leader during drop-off. Two year olds and under who have allergies can sit at a high chair for snack time to ensure they do not eat another kid's snack.

Cleaning

- We do our best to clean surfaces with lysol wipes/clorox between services and at the end of service. If a kid puts a toy in their mouth then volunteers will make sure to clean it.

Sick Child Policies

- If your child has a sore throat, fever (100 or above), chills, body aches, earache, excessively runny nose, or runny nose with discoloration, cough, shortness of breath, pink eye etc., please have him/her stay home.
- Kids need to be 48 hours free of fever, vomiting, diarrhea, and other infectious diseases. Kids should be fever-free without medication.
- If a kid begins to develop symptoms of illness during the service, you will be contacted through text to come pick them up.

Family Room & Nursing Mother's Room

- We have a Nursing Mother's room for moms and their babies only. It is located behind the KidCheck desk.
- We also have a Family Room for guardians and kids if needed. Our hope is that this can be a transitional space as you and your kids get more comfortable and can then move into their nursery room.

Additional Safety Measures

- Doors to all KidFocus areas are locked at the start of the sermon and remain locked until the end of the service.
- Volunteers 18 years and older are background checked and complete a Child Abuse Safety Training through Ministry Safe (<https://ministrysafe.com/>).
- Each room has a trained and trusted KidFocus leader. Leaders can easily be identified by a yellow lanyard on their name badge.
- We have many amazing youth (middle and high school) volunteers! Youth are not allowed to change diapers. Kids should not be dropped off if only a youth volunteer is in the room.