

# JOYland Policies & Procedures



*You and your kids matter to us – a lot! That is why we go through these measures to make sure your child is safe & has a great time each Sunday morning.*

## VOLUNTEER TRAINING

We require all volunteers to attend bi-annual training events. Each year, we run a federal and state background check on all volunteers 18 years and older. Volunteers are committed to a high standard of conduct and growing as a follower of Jesus through personal and corporate Bible study, worship, and prayer.

## CHECK-IN & DISMISSAL

Make sure you have filled out an orange registration form for the 2016-2017 school year. Once you have done so, you will receive I.D. tags at your child's classroom door. Should we need your assistance during the service, you will see your child's tag number projected in the main auditorium. Present your tag to your child's leader at the close of the service.

## RESTROOMS

Volunteers will never be alone with a child. If your child needs help in the bathroom, the volunteers have been trained on how to do so while still considering the child's privacy.

## ALLERGIES

Please communicate any allergies your child may have to the volunteers working with your child.

## DISCIPLINE

If your child is having trouble following the guidelines that have been put in place, the volunteers will first try redirecting the child's behavior. If that doesn't work, the director will be contacted so that she can handle the situation.

## SICKNESS POLICY

We ask that a child be fever free for at least 24 hours before entering the children's environment.

## FIRST AID KITS

First aid kits are readily available to our volunteers and placed throughout the children's ministry environments.

## FIRE EVACUATION PLAN

Our church has an emergency evacuation plan in place. Volunteers are trained on how to execute the emergency evacuation plan and lead the children to safety.

## DIAPER CHANGING POLICIES

Volunteers are trained to wear gloves and sanitize the changing area. They will let you know that your child has been changed.

## TOY CLEANING

We spray each toy with antibacterial spray and let them all air dry after all of the children have left.