



Children's Department Volunteer Policies and Procedures

We appreciate your service to minister to our children and their families. This ministry is so important to the health and growth of our church body. It is such a blessing to work beside you to serve our Lord while touching the lives of precious children. Thank you for your faithfulness.

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Mission

To share the Gospel with and lead all children to be fully devoted followers of Christ.

Caregiver Qualifications

Competent and caring members of The Rock Church of St. Louis volunteer for our children's department. We require that each volunteer meet the following requirements:

- Dedicated to showing Christ's love through their interactions
- Childcare skills that include diaper changing, bottle feeding, holding, soothing, rocking, engaging in age appropriate play.
- Cleared to work with children per State of Missouri Family Care Safety Registry

Check-In/Out Procedures for Preschool

Parents need to sign-in their child with the Nursery Lead in the entrance to the kids' wing. Each child will receive a numbered name tag and each parent will receive the corresponding number tag.

When parents come to pick up their child(ren), workers must verify the number on the child's sticker with the number on the parent's sticker.

For the safety of all children and our volunteers' peace of mind, caregivers are not expected to release a child without the proper tag. If a parent loses the tag, they will be required to contact the Nursery Lead or the greeter before the child can be released.

Responsibilities for Preschool:

1. Arrive 15 minutes ahead of service time.
2. If you need a sub, please make arrangements ahead of time by trading with another worker on the schedule. If you can't work out a trade, call the nursery lead for that Sunday.
3. Your main responsibility is to make each child feel loved and special. We want to provide a safe and loving environment that allows the children to have fun and know God.
4. As families enter the room, greet them warmly and introduce yourself. Assume that a parent does not know your name. Ask for any special instructions, feeding schedules, etc. Be sure bags, bottles, cups, jackets, etc. are marked with the child's name.
5. Make sure that each child has a name tag on their back with the coordinating card for the parent.
6. Supervise the children as they play. Offer age appropriate games and activities. Each room

cabinet is equipped with supplies that will help you engage the kids - videos, music cd's, crafts, play dough, puzzles, games, etc. Please be considerate of others who use the cabinet by returning items there.

7. At approximately 11:00 all children should have their diaper changed. Please check all diapers at this time. Ask the children who are potty trained if they need to use the potty.
8. When a family picks up a child, gather belongings and relay any information about the child (when diaper was changed, when he was fed, etc.). Make sure that the parent first checked the child out at the computers. Say something positive about the child to the parents such as "It was great having you today!"
9. Before leaving, tidy up the room and put supplies back. Toys that have been in children's mouths should be placed on the counter or in the "Dirty Toys" container.

Schedule for Preschool

This schedule will be posted at the check-in desk. If any activity is completed before expected, feel free to read books, do crafts, play with toys, etc.

Time	Babies-2's	3's-Pre-K
10:15-10:30	Check-in/Welcoming children to class	Check-in/Welcoming children to class
10:30-10:45	Playtime	Playtime
10:45:-11:15	Story and Song/snack	Playtime
11:15-11:25	Playtime	Story and craft/snack
11:25-11:30	Packing up/Dismissal	Packing up/Dismissal

Diaper Changing

When changing a diaper, please follow this procedure:

- Only female volunteers are allowed to change diapers.
- Only change a child's diaper on the changing table. Do not use the floor or a table.
- In the baby and toddler room, please use disposable gloves and spray down the changing pad afterwards.
- In the Sleeping Baby Room, please use the disposable table liners and disposable gloves.
- Place soiled diaper in plastic grocery bag and dispose of it in the covered wastebasket. (Leaving them in open wastebaskets will pose a sanitation and odor problem.)
- Disinfect the area and your hands with waterless hand disinfectant.
- Wash your hands with soap and water.

Volunteer/Child Protection

1. **Two volunteer Policy** -Two volunteers should remain together with children at all times. If a volunteer needs to leave a group of children, the Nursery Lead is to be notified so we can find a replacement.

2. **Restroom Policy**- Only female volunteers should provide this assistance. Bathroom door must remain open at all times while assisting the child.

3. **Physical or Mental Abuse and Sexual Misconducts and Sexual Molestation Prevention Policy**- This policy, stating that the Rock Church of St. Louis does not permit actual or threatened acts of the sort, is to be signed by each volunteer, who agrees to report any suspicion or conduct to a member of the pastoral staff.

Crib Linens

When working in one of the baby rooms, please be sure that babies nap on clean crib sheets. At the beginning of your shift, remove existing sheets and replace as needed. Babies should not share the crib linens - each child should be placed on a clean sheet. Used linens should be placed in the covered laundry hamper found in the Sleeping Baby Room.

Sanitation of Toys

Each room has a container labeled “Dirty Toys”. At the end of your scheduled time, please place toys that are visibly soiled or have been in children’s mouths in these containers or place the dirty toys on the counter. They will be cleaned after the service by the Nursery Lead and returned to the rooms. Each room has a spray bottle of disinfectant for quick, immediate clean ups. Keeping our toys clean will cut down on the spread of germs and illness.

Toys have been placed in rooms based on the developmental stage of each age group. Please return any borrowed toys or equipment to the proper classroom. If toys that appear to be a choking hazard are found in the baby and toddler rooms, please place the toy out of reach and then bring to the attention of the nursery lead at the end of your shift.

Food Policy

Infants will be fed formula, milk, juice or water as provided in plastic bottles. All bottles should be premixed and poured by the parent. Please be sure each bottle or cup is labeled with the child’s name. Masking tape and markers are kept in the white cabinets.

Toddlers and older receive a nut free snack and drink of water during services. Snacks and cups will

be provided by the lead that Sunday. Workers and children must wash their hands before snacks are handled.

Discipline Procedures

Volunteers should never be physical with a child, yell at a child, or belittle a child. Pulling, grabbing or hitting a child are not allowed.

If a child is misbehaving the following guidelines are to be followed:

- Timeout (After their timeout you might consider praying with the child that God will help them to obey.)
- Send to Nursery Lead.

Health Policies

Volunteers cannot administer medication.

No child will be accepted into the Preschool Department with any of the following:

- fever over 99.6, currently or for the past 24 hours
- vomiting or diarrhea, currently or for the past 24 hours
- runny nose with colored discharge
- croup
- unexplained rashes
- pink eye
- skin infections
- symptoms of childhood diseases-chicken pox, mumps, measles, whooping cough
- head lice

Security Procedures

No individual may roam the Children's wing if they do not have children in the nursery.

In case of an emergency, the Nursery Lead/Children's Director may require that nursery doors be locked and no children will be allowed to leave their assigned rooms until the situation is considered safe.

Evacuation Procedures

In case of a fire drill, all nursery volunteers are to usher in a line against the wall in the hallway.

Once we are all in lines according to our classes, we will all exit the church.