

FOOD POLICIES

1. Infants will be fed formula, milk, juice, or water as provided by the parent. All bottles should be premixed or premeasured by the parent. Please label each bottle with the child's name.
2. Young toddlers will be served water and Cheerios during snack time. Older toddlers will be served animal crackers and water.
3. School age children may receive snacks during various program times. Allergy alerts are posted when snacks other than animal crackers or cheerios are served; if your child has an allergy, please speak with the teacher about an alternate snack.

DIAPER OR RESTROOM POLICIES

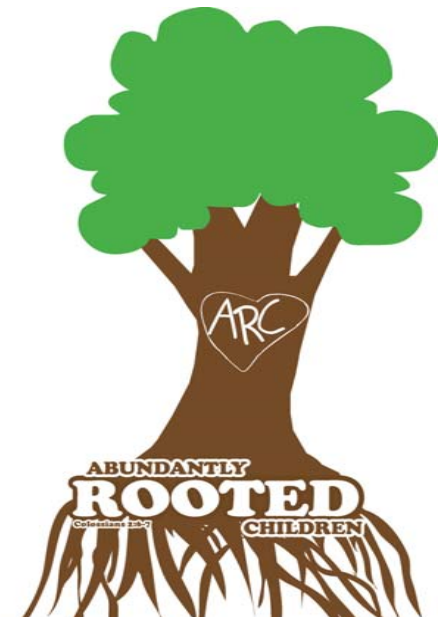
- Each child is checked and changed while they are in our care.
- Only female volunteers are allowed to change diapers and assist with the potty trainers. This is for the protection of both volunteer and child.
- If your child is potty training, we ask that you include extra pull-ups or training pants and an extra change of clothes.
- The following procedures are used when changing diapers:
 - * Children are changed on the changing tables in each room.
 - * We use a new set of rubber gloves with each change.
 - * After each change we clean the table with disinfectant.
 - * We place a "Changed with Love" sticker on the child's back.
 - * Volunteers wash their hands after each diaper change.

The Children's Ministry of
Abundant Life Baptist Church
414 SW Persels Road
Lee's Summit, MO 64081
Phone: (816) 554-8181
abundantlifebaptist.com/children
Service Times
8:00, 9:30, and 11:00 a.m.

Policies and Procedures

Our ministry team wants to make ARC Ministry of Abundant Life Baptist Church a safe place for your child!

The following policies and procedures are in place to do just that. Please read them carefully and contact us if you have any questions.



GENERAL POLICIES

1. On Sunday mornings our facility will be open 15 minutes before first service and will remain open until the end of the last service. On Sunday and Wednesday evenings our check in begins 15 minutes before service.
2. All children are to be checked in at the computer stations located throughout the building. Visitors should check in at one of the Welcome desks.
3. If you have a child in the nursery, please have your child's belongings properly labeled. This includes: diaper bag, drinking cups and bottles, blankets, coats, and hats.
4. Pacifiers must be clipped to the child's clothing.
5. We have lots of fun activities planned. Please leave toys, purses, and other distracting items at home.
6. We observe the July 31 birthday deadline used by Missouri's school districts when placing children in classes and or programs.

CHILD SAFETY AND PROTECTION POLICIES

1. All adult volunteers have had a background check.
2. Children will only be released to the person that has a matching identification tag to the one the child is wearing. If the parent or guardian lost their matching tag, the teachers are not allowed to release the child without approval of the Director of Children's Ministry, Check-In Coordinator, Elementary or Early Childhood Coordinator, or Children's Ministry Assistant.
3. Parents of nursery age children will receive a pager that will be used to summon the parent if needed.
4. We attempt to meet the recommended child to adult ratio at all times.

CLASSROOM MANAGEMENT

Nursery:

- Every attempt will be made to soothe a crying infant. In the event an infant cries inconsolably, the parent will be notified to assist.

School age:

- Children are expected to follow directions given by the teacher.
- We do not use any type of physical discipline.
- After 3 discipline incidents, parents will be asked to remove their child for the remainder of that session.
- Although correction and consequences are necessary, a child will only be corrected in a way to protect their self-esteem and to help nurture them in a growing knowledge of God's love and forgiveness.

EMERGENCY PROCEDURES

1. For the safety of your child, we have important fire and tornado plans in place.
2. In the event of a fire emergency and the need for evacuation, your child will be evacuated to the following designated safe zones:
 - Nursery children: meet in the NW corner of the back parking lot
 - Preschool children: meet in the central North end of the back parking lot
 - School age children: meet in the NE corner of the back parking lot
3. We ask that for the safety of all children and the need for clear hallways, please do not attempt to retrieve your child from class.
4. Tornado plans are posted in all classrooms and will be followed if needed.

PRIVACY POLICY

We occasionally take pictures of the children to document our fun activities. These photos are placed on the church's website. If you do not want your child's photo on the website, please notify the Director of Children's Ministry.

ANY CHILD THAT HAS AN ALLERGY OR MEDICAL PROBLEM THAT COULD BE AN ISSUE WHILE IN OUR CARE SHOULD HAVE AN **ALLERGY ALERT BRACELET**

PLACED ON HIS OR HER ARM BY THE PARENT EACH TIME THEY ARRIVE. THIS INFORMATION SHOULD ALSO BE ON FILE WITH THE CHECK-IN ATTENDANT.

HEALTH POLICIES

For the protection of your child and other children, parents are requested not to bring a child who appears to be ill. A child should not attend when any of the following conditions exist:

- Fever of 100 degrees or higher within the previous 24 hours
 - Vomiting or diarrhea
 - Significant, persistent nasal drainage which is green or yellow in color
 - Any symptom of a childhood disease such as measles, mumps, chicken pox, etc.
 - Bleeding or uncovered cut or wound
 - Any unexplained rash
 - Any skin infection
 - Pink eye or any other eye infection
2. We cannot administer any medication. Please do not put any type of medication in your child's bottle while he or she is in our care.
 3. If a child develops a fever or other symptoms of illness while in our care, the parents will be asked to remove the child.
 4. If your child has a physical or emotional condition which may require specialized intervention, care, or precaution, please contact the Director of Children's Ministry or the Nursery Director to discuss special accommodations.
 5. If your child develops an infectious disease after he or she has been at church, please notify us as soon as possible.
 6. Toys used by the children in the nursery are sprayed with a non-toxic cleanser at the end of each session.