

## II. Rules of Behavior – Early Childhood/Children’s Division

A. **Two Adult/TA Rule** -Whenever practicable, a minimum of two teachers shall be present during any children’s activity. We will strive to never have a teacher working alone with any children.

B. **Open-door-policy** - All children’s classrooms will have either a viewing window that will remain free of covering or a dutch door where the top door will remain open at all times. The teachers/volunteers shall never be in a closed-door situation alone with any children. All classrooms are always open for parents to come and join for participation and observation as long as it does not cause distraction.

C. **Visible Presence**: A Sunday School coordinator or staff person will be in the hallways/ campus whenever volunteer teachers are teaching children. This person will act as a visible presence in support of teachers, as well as a deterrent of any potentially harmful situations for our children.

D. **Restroom Policies**: In situations where an escort is needed for a trip to the restroom, a teacher will stand outside the restroom and only assist the child if needed. Whenever a teacher is in the restroom with a child the door will remain unlocked for emergency entrance. The teacher shall never be in a closed door situation with a child. If a child soils themselves during the Sunday School, every attempt will be made to locate a parent. If a parent is unable to be located, two adult volunteers will be present while cleaning up the child.

E. **Discipline**: Corporal punishment, of any kind, is never appropriate. Teachers are asked to redirect a child if they should display inappropriate behavior. Our children’s ministry policy for discipline is as follows:

1. Rules and policies are shared with students ahead of time.
2. Warning with reminder of consequence (privately)
3. Warning and inform director and Pastor Tarah of behavior/problem
4. Contact parents and have student join parents in adult worship or have parent join in on the class until behavior is corrected.

## Early Childhood /Children’s Division Protection Procedures

### A. Drop-off and Pick-up for ECC:

1. All parents or custodians leaving children in the Early Childhood division shall follow these procedures to assure safety of children.
2. All parents or custodians are to complete a **Church School Registration Form** for their children that shall be kept on file with the Early Childhood Director and Kingdomkids Ministry.
3. It is the responsibility of the parents to make sure all information is current and updated for the safety and well-fare of their child(ren).
4. **All new children** will wear a nametag for identification or receive id tags for sign in/sign out purposes. Name tags will have name, parents name/cell no./any special instructions/medical conditions we need to be aware of.
5. **Special Occasions**-The parent/custodian shall fill out the daily roster with his/her full name, the child’s full name, where the parent/custodian will be while the child is in the nursery division, also what time he/she will return to pick-up the child.
6. The only person allowed to pick-up a child will be the parent/custodian who dropped off the child unless other arrangements were made when the child was dropped off. In this situation, if the person picking up the child is unknown to the teacher(s) in charge, he/she will need to show proof of permission to pick up.

### B. Restrictions:

1. Only trained, assigned workers/volunteers will be allowed in the nursery division areas. No other individuals will be allowed in these areas without an identified need and the approval of the nursery division supervisor.
2. No worker/volunteer may take a child to an unsupervised area without permission from the department supervisor or pastor.

## III. Training