



The Church at Piedmont Mill Kids Policies & Procedures

PIEDMONT MILL KIDS TEAM MEMBER POLICY

- All Piedmont Mill Kids Team Members are covenant members of The Church at Piedmont Mill and have passed a background check as well as completed volunteer training. For questions or concerns please contact our Children's Director, Garland Cox at kids@piedmontmill.co, or speak with the coordinator on duty.

CHILDREN'S HEALTH AND SAFETY POLICIES

- **CHECK-IN:** Children must be checked in, dropped off, and picked up by an adult.
- **STICKERS:** Parents must have a sticker for their child to pick them up from their classroom. If a parent does not have a sticker for the child, they must speak to the Coordinator and give the required information before picking up their child.
- 2 Team Members must be present in each classroom at all times. If a Team Member needs to leave a classroom for any reason (water, restroom, etc.) the Piedmont Mill Kids Coordinator must step in for them, keeping 2 Team Members in each room.
- Team Members need to keep their cell phones away while caring for children. If a parent needs to be reached, the Kids Coordinator will contact the parent via text message.
- Parents are not permitted to stay in the classroom with children. If your child is having a difficult time with separation anxiety, please talk to a coordinator about a plan to help them transition.

Diapering and Restroom Procedures

- **DIAPERING**
 - Each classroom has Piedmont Mill's diaper changing policy posted.
 - Team members are required to wash their hands before and after diapering a child.

- Diaper changes must occur in the classroom where at least 2 adults are present.
- A diaper change/ feeding notification form will be completed and sent home with the child.
- RESTROOM:
 - If children need to use the restroom, and require adult assistance, only a female Team Member may take them to the restroom. The door to the hallway must remain open, and if the team member is in the stall with the child, then that door must also remain open. To ensure the privacy of that child, only one child will be allowed in the bathroom and adjacent hallway at a time.

Snacks, Bottles, Pacis, and Personal Belongings

- Piedmont Mill Kids does not provide snacks for children. Children are not allowed to bring snacks into the room. Leak-proof water bottles are acceptable but must have the child's name and children are not to share water bottles.
- In the nursery, children may have bottles if needed & provided by the parent. Parents should notify Team Members working in the classroom of any instructions with feeding a child. Team Members should record these instructions on the diaper change/ feeding form, and then document the feeding and send the notification for home. All allergy information for children will be noted on their check-in sticker.
- Pacifiers are required to be on a paci-leash or clip at all times. Paci-leashes can be borrowed from the check-in desk when needed.
- Diapers bags require a sticker with the name of the child, these are printed out at check-in.
- Children are discouraged from bringing personal items into Piedmont Mill Kids, however, specific security items that help the child with their transition into the program will be allowed.
- The Church at Piedmont Mill and Piedmont Mill Kids are not responsible for lost items.

CLASSROOM BEHAVIOR POLICIES

- When interacting with children, Team Members are to use a loving, encouraging, yet firm approach when necessary. We want all children to experience the love of Christ and feel safe while in our classrooms.

Behavior Protocol:

- Step 1: Teacher addresses the child/student about behavior (covered in the love and grace of Jesus). Time-outs are an acceptable way to remove the child from the situation and allow them to regain composure. Time outs should not exceed, in minutes, the age of the child. For example, the maximum time out for a 3 year old would be 3 minutes. This time should be used to gently discuss the behavior with the child and pray with the child before they return to their activity. Timeouts must occur in the classroom in the presence of both adults. Parents and the coordinator will be notified with a behavioral awareness form if a child is placed in time out.
- Step 2: The classroom teacher notifies the coordinator. The coordinator talks and prays with the child about the behavior. The coordinator may choose to keep the child separated from their group for as long as needed in order to feel the behavioral issue will not continue that day. Parents will be notified with a behavioral awareness form if a child is removed from the classroom.
- Step 3: Coordinator contacts the parent about behavior and the parent picks up the child if needed.
- The coordinator will document the frequency of behavioral issues. Children who repeatedly have extreme behavioral infarctions, such as violence or bad language, may be asked to refrain from attending Kids activities until the behavior has improved. This will be well communicated with parents, and as always approached with love and grace, with our goal being to help the child grow in the way of the Lord.
- The 4 B's: Bruising, Biting, Blood, or a Bump. If any of these incidents occur, the coordinator will contact all parents involved, both the recipient of the injury and the one who caused the injury. The coordinator will explain what took place to the parents so both parties are informed and further action can take place if necessary. Coordinators will fill out an Incident Report that will be signed by both the Team Member and parents.
 - If there is ever a child putting other children in physical harm (hitting, biting, etc.) please let the Coordinator know immediately.

Crying Policy

- If children are constantly crying (without stopping) for 10 minutes or are extremely fussy for more than 15 minutes, the classroom teacher will notify the coordinator.

- The coordinator will contact parents via text message. Parents will be given the option of picking up their child or requesting that he or she stay in the room.
- Team members will do their best to comfort an upset child, however at any moment if the team feels a child is so upset that they are unable to appropriately care for the rest of the children or it is unfair to the upset child, the coordinator may require the parent to come pick up their child.

WELLNESS POLICY

Our goal is to provide a safe and healthy play environment for our children. To help achieve this goal we have implemented the following guidelines. We ask that parents and Piedmont Mill Kids Team Members alike cooperate with these health policies.

- Please do not come into our Piedmont Mill Kids classrooms if:
 - Fever over 100.4 degrees within the last 24 hours (without the aid of fever-reducing medicines).
 - Vomiting or diarrhea within the last 24 hours.
 - Symptoms of a common cold, including yellow or green runny nose or sore throat within 24 hours.
 - Any unexplained rash.
 - Untreated pink eye or any other eye infection.

No medication will be given to any child in Piedmont Mill Kids, except when it is required in a life-threatening emergency. If a child has a potentially life-threatening condition (allergies, seizures, etc.) and medication may need to be given, a Medication Authorization Form must be filled out and kept in Piedmont Mill Kid's records. If the parents or Coordinator are unavailable, the Kids Team Member is to administer the medication and CALL 911.

- CLASS RULES
 - 1. LOVE JESUS (LUKE 10:27/MATTHEW 22:37/DEUT. 6:5)
 - 2. RESPECT AUTHORITY/TEACHERS (TITUS 3:1/1 PET. 2:13-14/1 PET.2:17)
 - WALK WITH SELF-CONTROL FROM THE SANCTUARY TO YOUR CLASSROOM.
 - RAISE HAND TO SPEAK, DO NOT INTERRUPT YOUR TEACHERS.
 - 3. PUT OTHERS FIRST (PHIL 2:3-4, LUKE 10:27/MATT. 22:39)
 - LISTEN TO YOUR PEERS, DO NOT INTERRUPT.
 - LOOK FOR WAYS TO SERVE AND ENCOURAGE YOUR PEERS.
 - 4. HAVE FUN (PS. 32:11/1 THESS. 5:16/PHIL. 4:4)