

## SECURITY AND SAFETY

Our children's safety is our number one priority. The following safety and security measures are in place to make sure we adhere to this:

1. All children must be checked in and out during class and during special events **by an adult.**
2. All children who will come to the Children's Church on a regular basis will have to be registered. Parents will fill out the registration form and include emergency contacts and allergies. Visiting children will fill out a quick form at check in to disclose any important information about the child and report allergies. Children with allergies will be placed on the allergy list and the list will be checked before serving food, drinks, and snacks.
3. **It is our policy only allow the adult who dropped off the child to check the child out after class.** If a different adult needs to check the child out, the teacher will check the child's registration form to see if that adult's name is on the authorized pick up list. A parent may also notify the teacher at drop off if other check out arrangements need to be made. Please ensure that your child's registration form is up to date.
4. First aid kits will be used for minor injuries (located in each classroom). If a child is sick: fever, vomiting, diarrhea, unexplained rash, runny nose (yellow/green), ear infections, pink eye, coughing, parasites (lice); they should not attend class that day, please do not allow them to enter the class. We strive to promote health and wellness.
5. If a child experiences an injury or emergency during the class hour, the teacher will tend to the child and immediately call/page or have assistant go get the parents. If it is an immediate emergency, dial 911.
6. No one is allowed to administer medication to children.
7. Shoes must be worn at all times by staff and children