

## Policies and Procedures

### Two Person Policy

- There are always two volunteers in any space where children are present.
- No volunteer should ever be alone with a child or group of children.
- The two volunteers must always have the other in a direct line of sight, if a volunteer need to step out, they need to make sure they're not leaving another volunteer alone with the kids. Call the coordinator over if assistance is needed.

### Bathroom/Diaper Policy

- Only women are allowed to assist children in the bathroom and when changing diapers.
- If physical help is needed, try to verbally coach the child if he/she needs help. If they need help pulling up their underwear or pants, quickly help and then step back. NEVER help a potty trained child wipe.
- If a child needs extensive help in the bathroom, have the coordinator page the parent or guardian.

### Social Media Policy

- RVTA Kids volunteers are NOT allowed to take photos of RVTA Kids or post them onto their personal social media account, unless an exception is given by the Kids Ministry Director.

### Behavior Issue Policy and Procedures

- In order to have consistency in our discipline policy, we have a defined pathway to help RVTA Kids Volunteers know what to do with a misbehaving kids. Our hope is that the way we discipline kids would reflect the Gospel.
  1. Often misbehavior is due to lack of attention, boredom, and confusion. The best way to avoid this on the front end it to prepare mentally and spiritually BEFORE you arrive. Lessons plan and leader study guides can be found at [RVTAkids.com](http://RVTAkids.com)
  2. If a child is misbehaving, prayerful discern the cause of misbehavior, paying attention to the child's unspoken needs (extra positive attention, a short break, inclusion, etc.) and meet those needs if there are any.
  3. If a child is misbehaving, rather than singling that child out right away, address the class as a whole. (eg. "Oh! I hear voices right now.")
  4. If misbehavior persist, lovingly speak 1-on-1 with the child (eg. "(Child's name) remember, it's my turn to talk and your turn to listen.")
  5. If misbehavior still continues, have the child "regroup" or "reset" by separating them from the group and lovingly ask these questions:
    1. "So, what's going on?"
    2. "Why did/are you do/doing that?"
    3. "How's that working for you?" And respond "Well, the way I see it is you could be \_\_\_\_, but right now you are here talking to me."
    4. "What do you think you could do differently?"
    5. Communicate the next consequence if they continue the misbehavior.
  6. If misbehavior persists the next consequence is calling over the coordinator who will, again, go through the 4 questions above.
  7. If the misbehavior STILL persists, we will call the parents.

### Check-in/Check-out Procedure

Check-In: Make sure kids have a name tag and their parents have a matching security label. Have their parents sign their child in on the classroom clipboard. Remind the parent to have their phone out in case we need to text them and to bring their security label for check-out.

Check-out:

- When a parent/guardian arrives to pick up a child, verify the matching security codes EVERY TIME.
- If a guardian does not have their security label, find the coordinator to verify if they are authorized to check-out the child or not.

## **Emergency Procedure (in the works)**

- In case of a fire, earthquake or other emergency
  - Downstairs classes - take your kids and your clipboard and leave out the nearest exit, and go to the parking lot in front of the Gymnastics Studio along Goodyear Ave.
  - Upstairs classes - take your kids and your clipboard to the emergency exiting the 3/4 year old classroom, and go to the parking lot in front of the Gymnastics Studio along Goodyear Ave.
  - IMPORTANT - Keep your class together until their parents come to retrieve their child.