

[fellowship KIDS]

Nursery Volunteer Handbook

Fellowship Community Church
Mt. Laurel campus

Pastoral Ministry Leader: Pastor Tim Hunt (856) 816-5126

Director of Children's Ministry: Lisa Meyers (609) 923-1791

Nursery Scheduler: Tracy Burke (856) 220-8201

Contents:

FellowshipKids Nursery Mission and Goals

Core Values of Kids Ministry

General Policies and Procedures for Working with Children at FCC

Health and Wellness Policies

Discipline

Child Abuse Prevention

Emergency Action Plan

Attachments: Role Description

FellowshipKids Nursery and Toddler care exists to provide an environment that is safe, secure and nurturing for each child. From the moment a family walks in the doors of our church, we want them to feel welcomed, happy and secure. We want every parent to have the opportunity to focus fully on the music and message of the service without having to worry about their child's well-being.

FellowshipKids Goals:

1. **Content:** It is our goal each week that children in Nursery experience the care and love of Jesus through you, our volunteers. Through these interactions, we hope and pray that children will come to know Jesus personally and grow to love and serve Him. While there are no planned lessons, two-year-olds can be read to or have a short Bible video be shown on the TV.
2. **Volunteers:** It is our goal to recruit and support volunteers from within the church body who feel God is calling them to serve, love and care for children and children. We work to open new opportunities to train, encourage and equip these volunteer class leaders, assistants, and buddies. We aim to provide a ministry of excellence with a team of volunteers who strive for excellence for the glory of God.
3. **Children with Special Needs:** FCC special needs ministry seeks to bring hope to all community members with unique needs and to include them in the overall life of the church. Therefore, FellowshipKids' desire is to support families with children with special needs on Sunday mornings by making reasonable accommodations as needed which may include a Buddy. Our goal is to add volunteer buddies carefully and purposefully in order to provide the optimum experience for these children.

Core Values of FellowshipKIDS

1. **God Exalting**: To cherish the infinite treasure of God himself

We want kids and children to know that they have a big God. We want them to see a God who is much greater and more desirable than all the little gods that have been created by people. Eternal life is eternity with God and our infinite, inexhaustible pleasure in heaven will be found in God himself. We want to fuel spiritual desire by revealing the greatness of God.

2. **Grace Oriented**: To live with humble, grace empowered hearts through the power of Christ. The opposite of humble, grace empowered hearts is a performance-based Christianity that leads to pride, and our failure to see the depth of the sin of our own hearts. Our hearts are humbled when we recognize the sinfulness of our own hearts and our complete inability to please God apart from the cross. The most effective messenger of Christ is one whose heart has been broken through a full understanding of his or her own sin and the greatness of God's grace.

3. **Truth Centered**: To embrace the truthfulness and power of God's word.

We believe in the infallible, unchangeable truths of God's Word. We can speak unequivocally and with the utmost confidence in God's Word as truth.

4. **Family Driven**: To partner with parents in developing fully devoted disciples of Christ

Parents have the primary responsibility and by far the greatest influence spiritually in the life of their child. If a parent is not on board in the process, our chances of success are severely limited. We need to partner with parents, walking alongside them to encourage their child's journey of faith.

5. **Missions Mindedness**: To find ways to reach out to our neighborhood, our country and our world with the message of God's grace in Christ.

We want to cultivate a mission's mindedness, extending the hope of Jesus Christ to our world.

6. **Kid Friendly**: To create environments where our young people feel valued and loved.

Jesus loved children. He went out of his way to show his love for them drawing them to himself, holding them, inviting them into all the important places of his life. He valued their hearts and taught us that we could learn many valuable lessons from them. We want to make the space for them safe and fun!

7. **Spiritual Modeling**: To encourage our leaders and helpers to cultivate a life of dependency on and love for God

We want to encourage every volunteer to live out of their own experience with God and from a life of connectedness with God.

OUR NURSERIES:

- The **infant/ 1-year-old** nursery is for children newborn to about 24 months.
- Upon turning age two, children will move up to the **2-year-old nursery**.
- **When a child turns three** PRIOR TO APRIL 1ST, they may begin attending the 3-year-old class located in the classroom in the gym. If their 3rd birthday is after April 1st, the child remains in the Nursery until the upcoming September, when he/she enters the PreK class. Children must be potty trained to be in the PreK class unless there is some special need. Parents should speak with Lisa Meyers, Director of Children's Ministry prior to moving to the PreK FellowshipKids class or if they have additional questions about ages in classrooms.

General Policies for Nursery Volunteers

STAFFING AND SUPERVISION

For the safety of the children and for the protection of all volunteers, at least two adults or one adult and one teen age 13 or older will be present in each section of the nursery, except in the case of an emergency OR when otherwise deemed appropriate for unique situations. **No child is left alone without supervision after drop off through pick up as outlined below.**

SCHEDULING AND SUBSTITUTE

We work hard to provide all volunteers with schedules which meet family needs, and look to clear scheduling dates ahead of time. We utilize the Planning Center App to communicate with volunteers as to the schedule and to confirm that he/she will be there. Should a volunteer need to cancel his or her scheduled volunteer time, please notify the Nursery Scheduler at least 1 week in advance of date.

In the case of sickness, please notify ASAP by **text messaging the Director**. Please do not come to FCC to volunteer if you have a fever, severe cold, or stomach virus. See Illness Policy for details.

DRESS CODE

As a volunteer you will more than likely be sitting on the floor with the children. Please wear appropriate, modest clothing and jewelry. Large, dangling earrings are very tempting for little hands.

SUPPLIES

Supplies necessary to facilitate play and care for children are within the designated room. This includes toys, wipes, diapers etc. If you are low on certain supplies or need something special, please request these items in advance to the Director or find Pastor Tim Hunt in the lobby Sunday morning.

VOLUNTEER CHECK IN

We require all volunteers check in at the kiosk themselves and wear the name tag visibly on his/her clothing.

Arrive at 8:45 am for the 9:00 service in order to be ready to accept children.

CHILD CHECK IN

Parents are responsible for checking in their children at the kiosk and receive a name tag with a corresponding pick-up tag. Ensure that each child has their name tag on their clothing in a visible manner.

- Parent(s) are to register their children for the Nursery. This can be done when they first come to church (as a visitor), OR notify the church office when child is born and office staff will add that child to the household in the computer system.
- Parent cell phone # should also be printed on the name tag.

Manual Sign-In (in the absence of kiosk tags)- If the family is new, check in will be handled by the Sunday Welcome Volunteer/Greeters in the lobby or in the FellowshipKids Welcome Center. The Welcome staff will have the parents fill out the Communication Cards with details about their family members. With this manual system, the child may not have a kiosk tag. If so, complete the following:

- Write the child's name on a blank label, and place it on child's back.
- Place "Allergy Alert" and "Potty Training" labels on child's back if necessary.
- Find a blank clip-on tag and parent/security card in the pouch in the teal basket. Write the child's name on both. The Security Card should be signed by whomever checks the child in. Affix the clip-on tag to the child's bag. Give the parent/security card to the parent to produce when they pick up their child.
- Be certain to obtain the parent cell # in case of emergency.
- See Lisa Meyers or Pastor Tim if there are any questions in the process.

Parent/Child Greeting

- Greet parents and children with a smile when they come to the nursery & introduce yourself
- Show excitement about the child being there and welcome the child by his/her first name.
- Ask parent(s) if there is anything we might need to know about their child such as allergies, if they might be potty training, bottle needs, and/or special needs.
- Complete quick visual health check and speak to parents if child is visibly ill and has symptoms of illness (see Health and Wellness section).
- Assist children from separating from parent if needed, by guiding gently with a soft but firm tone.
- Explain a little of what we do, especially in the 2-year-old room, with snacks, story time, movie time and ask if they have any questions.
- Ensure child has name tag with a CELL PHONE number and ask the parent to place the cell phone on silent/vibrate so they are easily reachable during worship service.
- Tag child with Allergy or Potty Training labels next to their name tag, if applicable. These colored labels are kept in the wall clear file bins.

- Tag child's diaper bag with the child's name if it is not already done by the parent.
- Label child's cup with his/her name with masking tape.
- Be certain child's pacifier is able to be clipped to child and not loose.
- Make sure parent understands the need to show their Security Tag to pick child up.
- Please note that we strongly suggest that no "out-side" toys be brought into the nurseries. If they are, please make sure they are labeled.

PICK-UP

We require parents of children in NURSERY through Grade 1 to show their pick-up sticker to the teacher/helper at the door of the classroom when they pick up their child. The adult who is picking up their child MUST have the corresponding tag with numbers matching the numbers on the name tag that was placed on the child.

If they have signed in manually, the signed Security Card must be handed in by the parent in order to pick up their child.

BE CONSISTENT ON PICK UP SECURITY

It is our desire to be 100% consistent on the parent pick up policy. We want children to be safe, and it is important that all volunteers and parents work to enforce the tag/pick up policy. Remember, you may be unaware of the custody situations and although you may know the parents, ONLY release children to the adult with the matching tag.

NO MATTER WHAT THE AGE – PLEASE STAY WITH A CHILD UNTIL THEY MEET THEIR PARENTS.

HEALTH AND WELLNESS

GENERAL

Hand washing is extremely important to controlling illness. Sinks with soap and hand sanitizer are available in all classrooms and in the check in areas. Please wash hands liberally as for both volunteers and children enter and throughout class, if age appropriate. It is especially important when toileting, changing diapers, or before eating.

ILLNESS

We want to provide a healthy environment for both volunteers and children. A major concern for parents who are thinking of placing their child in a church nursery is if the other kids will be health or not. We ask parents as well as volunteers themselves to not attend Nursery/ Toddler care if he/she or their child has any of the symptoms outlined below in the last 24 hours.

Volunteers: If you are feeling sick or have been in the last 24 hours, please stay home and get well. Call/ text your ministry leader as soon as possible so we can find a substitute and reschedule you.

If you become ill during class, contact the Director or Ministry Pastor right away by either finding them yourself or asking the second adult/ helper in your room to find them. Do not leave the children unattended at any time.

Children: For the protection of the children and families in our kids ministry, we ask parents to adhere to these guidelines when determining if you should bring your child to church.

If a child is visibly ill with any of these symptoms at time of arrival, please remind parents of the policy and let them know that the child cannot attend at this time.

If a child becomes ill while in the Nursery/ Toddler care, contact the parent immediately using the phone number for the parent on the child's name tag. Remove the child from the room, if you can safely to a more isolated area while supervising him/her. Provide care and supervision to the child until the parent arrives.

DO NOT ATTEND NURSERY/ TODDLER CARE, if you have one or more of any of the following symptoms in the last 24 hours: SEE POSTED GOOD HEALTH GUIDELINES FOR PARENTS ON ROOM WALL.

- Fever over 99.6 degrees F
- Vomiting
- Diarrhea
- Green or yellow runny nose
- Ongoing cough
- Unexplained rashes
- Skin infections
- Eye infections or discharge in/around eyes
- Any COMMUNICABLE diseases or contagions such as pink eye, lice, chicken pox, mumps, measles, etc.
- If a child has been treated with antibiotics, he/she should have received treatment at least 24 hours before attending the nursery.

No medication can be given to a child by a volunteer.

Hand Washing – The Best Prevention

Frequent hand washing will do much to prevent the spread of infections.

Take Time to Wash:

- when you first arrive
- before handling food or bottle
- after using the restroom
- after changing each child's diaper
- after any contact with body fluids
- after cleaning nursery equipment or supplies

Everything You Ever Wanted to Know About Washing Hands:

- wash with running water and antibacterial soap
- wash front and back of hands together for 40 seconds
- dry hands with disposable towel
- turn off faucet with disposable towel

Hand sanitizing is not a replacement for handwashing, but is an additional step as needed.

CHILD INJURY

If a child is injured for during Nursery while participating:

- Assess injury and separate child from other children if able.
- Administer first aid if injury calls for this level of care. There are small first aid kits in each room cabinets near the changing area. If minor injury taken care of with first aid, just let parent know of situation at time of pick up.
- If the injury involves the child hitting any area of the head, have child sit down and call the parent immediately due to potential for concussion.
- If more care is needed above basic first aid, have second adult/helper find Ministry Leader for assistance.
- If care is needed immediately, call 911, the Ministry Leader, and the child's parent in that order. The parent's phone number is listed on the child's name tag.
- Volunteers fill out the "Church Office Notification of Injury Report" found in the sign-in book.

Sanitizing Toys, Laundry

- In the nurseries rooms there is one bin marked for "dirty" toys.
- Please allow no more than one child to play with a chew/small toy (if it has gone in their mouth) before it is placed in the dirty bin.
- Nursery workers should place all chew toys (for infants) that have been used during their hour into the dirty bin along with any other small toys (1 yr & 2 yr. olds) that may need washing.
- The Director of Children's Ministry will be responsible for seeing that all items in the dirty bin are washed and placed into the clean bin for use the following week. All nurseries are cleaned after each use.
- Chew toys that the parent has supplied for their child should be kept track of and sent home in the child's bag.

Diaper Changing/Restroom Procedures

- Wash your hands before and after you change diapers.
- Diapers can ONLY be changed by an adult female.
- Diapers should be checked/changed before the end of each service.
- Volunteers are to use disposable gloves when changing diapers.
- Wear a new pair of gloves with each diaper change.
- Place a new sheet of disposable change pad down on the changing pad with each diaper change.
- Please follow the "Ten Steps to Changing Diapers" which is posted near the diaper changing area.

Ten Steps to Changing Diapers

- 1) If in Toddler room bathroom, close door for child's privacy while diapering.
- 2) Collect all necessary supplies (gloves, clean diapers, plastic bags, baby wipes, etc.)
- 3) Wash hands and put on gloves.
- 4) Talk with the child about what you are going to do.
- 5) Place the child on a clean, disposable surface (changing pad paper or paper towels).
Never turn away from a child on a changing table, not even if the child is strapped onto the table.
- 6) Remove the wet or soiled diaper. Place it in a plastic bag.
- 7) Use a baby wipe to clean the diaper area, wiping from front to back. Place wipe in plastic bag containing soiled diaper. Close and knot bag and throw it away. (For cloth diapers: dispose of wipes in wastebasket; tie plastic bag containing diaper and place in diaper bag).
- 8) Put clean diaper on child and remove child from changing table.
- 9) Remove disposable paper cover from changing table. Wipe area thoroughly with disinfecting wipe or spray, wiping with paper towel.
- 10) Remove gloves and place in wastebasket.
- 11) Wash hands.

TODDLER RESTROOM

- Enter the bathroom with the child one at a time and have door closed so other children do not walk in.
- Assist child with undoing clothing in order to use the toilet.
- Assist child with sitting on the toilet.
- Prompt child to wipe him/herself as needed.
- Ensure that each child washes his/her hands after using the bathroom.
- Wash your hands prior to taking the child back into main room.

Discipline

The goal of our children's ministry program is to foster learning about God in a fun and safe environment. Often discipline can be handled by redirecting the child to a more constructive use of time and energy. Keeping children engaged in learning will usually eliminate the need for a lot of discipline.

However, children must also understand that it is necessary to follow directions and interact in a kind way to others. At this age, not wanting to share is age appropriate. Most of the conflicts in the nursery are around this issue and we are teaching these skills. While "Discipline" is necessary, all interaction must carefully consider a child's integrity and fragility. All children will be treated with gentleness, respect and understanding. Physical punishment such as swatting, shaking, or making the child perform severe physical tasks will never be used.

Intervention is always age appropriate with the least restrictive taken first.

Options for minimal intervention:

- Redirection to another activity
- Take away a desired toy and put it away for the rest of the morning
- Verbal prompt
- Physical prompt such as touching shoulder
- Visual prompt such as signaling
- Change a child's seat
- Separate two children in conflict

WHEN DISCIPLINE IS NEEDED, Follow these steps:

- Use one of the interventions noted above at time of situation.
- If necessary, give time out. TIME OUT should be limited to 2-3 minutes, and be done by seating the child in a chair in the corner, where the child is removed from play with the other kids, but not isolated alone. Do not use the bathroom for time out space.
- If these measures do not work and have been tried in this order, bring the child to the Director of FellowshipKids or Pastor. After discussion with the child and volunteer, the Director will discuss the situation with the parents if needed and develop a follow up plan of action.

REMOVING A CHILD FROM CLASS: If a child is being unsafe to themselves or others, remove the child from the group and seek the Director. The Director or Ministry Pastor will decide whether the child should be allowed to reenter the group that day. Parents will be notified of the incident and a follow up plan of action will be made.

APPROPRIATE/INAPPROPRIATE AFFECTION

FellowshipKids is committed to creating a safe and nurturing environment for our children that protects them from abuse and adults from misunderstandings. We are stating which behaviors are appropriate and inappropriate so that:

- (1) decisions are not left up to the individual,
- (2) volunteers are comfortable to show positive affection, and
- (3) individuals can be identified who are not maintaining safe boundaries with children.

APPROPRIATE AFFECTION: Love and affection are part of life together. Some positive and appropriate forms of affection include:

- Brief Hugs
- Pats on the head, shoulder or back
- Handshakes, high-fives or fist-bumps
- Verbal praise
- Putting arm around shoulders
- Holding hands while walking with a small child
- Kneeling or bending down for hugs with small children
- Holding hands during prayer
- Bending down or sitting to meet a child at eye level
- Gently holding a child's shoulders to redirect behavior
- Holding a preschool/nursery-age child when crying
- A child under 4 (or a child who may be older but has special needs) may sit in a volunteer's lap for a few minutes and then be moved to a seat beside the volunteer.

INAPPROPRIATE AFFECTION: The following forms of "affection" are unacceptable in the church ministry setting.

- Embracing a child for extended amounts of time
- Kissing
- Holding children over 4 years old on the lap
- Holding or carrying a child over 4 years old who is not in need of physical help or has special needs
- Touching bottoms, chests or genital areas, other than for appropriate diapering, toileting or dressing
- Showing affection to a child in an isolated area
- Caressing knees or legs
- Wrestling and/or tickling
- Any type of massage by an adult to a child or child to an adult
- Any form of unwanted affection
- Snapping bras or touch of underwear
- Private gifts of money or toys directly to a child

CHILD ABUSE PREVENTION POLICY

FellowshipKids' goal is to provide a safe, secure and loving environment for children so that parents are comfortable leaving them in our care. Therefore, we have a policy that demonstrates our desire to prevent child abuse in our ministry, protect our volunteers from misunderstandings, as well as to stop child abuse as we become aware of it.

All the procedures in this handbook including those on safety, discipline, and appropriate affection are in practice to prevent child abuse and give boundaries as well as to protect volunteers. Each volunteer is trained in these procedures and given this handbook.

SUSPICION OF ABUSE AND NEGLECT

- Any persons in a position of trust, which includes adults working with children or youth in a church ministry, suspecting that there has been any form of physical abuse, sexual abuse, or neglect by any paid staff, volunteer or parent/guardian against a child or youth are required to report to the authorities. By New Jersey law, any persons in a position of trust are required to report their suspicion. Failure to report can result in a criminal or civil liability.
- Suspicion can come from witnessing abusive actions, something a child says, seeing unusual bruising/marks, or from the actions of a child.
 - Report your suspicion of abuse to the Director or Pastor Ministry Leader.
 - As church staff, they will work with the volunteer to report the suspected abuse to the NJ Abuse hotline. Documentation of the suspicion and reporting will remain confidential within the appropriate authorities in our FCC administration.
 - Reporting is anonymous to the state hotline.
- Volunteers/staff who are being told by a child/youth of possible abuse and/or neglect should:
 - Remain calm.
 - Tell the child or youth that you cannot keep this information secret and will have to report it to the authorities.
 - Assure the child/youth that telling was the right thing to do. As much as possible, put the child at ease and let him/her know that this concern will be addressed.
 - Do not question or interview the child/youth. Just let the child tell his/her story. This is an investigation procedure to be completed only by trained NJ State professionals.
 - Immediately document as much factual information as possible including physical indicators, behavioral indicators, comments made by child, etc.
 - Following documentation, report immediately to the Children's pastor, director or other pastor who will, jointly with the individual, complete the report.
- Do not discuss the information shared by the child with any other volunteer, family member, or other parents. It is important that all information about the suspected child abuse (victim and abuser) be kept confidential.

Familiarize yourself with the definitions and descriptions of child abuse as defined by "The National Committee for Prevention of Child Abuse" listed below.

DEFINITIONS OF CHILD ABUSE: PHYSICAL, SEXUAL, EMOTIONAL, AND NEGLECT

Physical Abuse – Non-accidental injury, which may include beatings, violent shaking, human bites, strangulation, suffocation, poisoning, or burns. The results may be bruises and welts, broken bones, scars, permanent disfigurement, long lasting psychological damage, serious internal injuries, brain damage, or death.

Physical Abuse Indicators are:

- Suspicious wounds, such as surface injuries, the imprint of an instrument, burns, wrapping or bondage injuries, and unusual bruising patterns that appear on areas of the skin that are less likely to be bruised accidentally.
- Multiple wounds in different stages of healing.
- Bruises in clustered patterns.
- Suspicious fractures (especially to the nose or face).
- Overall appears to be in poor health.
- The child isn't able to tell you how they got injured, or their story is not believable in relation to the injury.
- The child may be either aggressive or withdrawn.
- The child is jumpy, on edge, or fearful.
- The child seems overly eager to please adults or wary of adults.
- Child seems very afraid to go home or frightened of their parents.
- The child seems very afraid of getting in trouble.

Sexual Abuse – The sexual exploitation of a child by an older person, as in rape, incest, fondling of the genitals, exhibitionism, or pornography. It may be done for sexual gratification of the older person, out of need for power, or for economic reasons.

Sexual Abuse Indicators include:

- Pain, itching, bleeding, swelling, or bruising in the genital or anal area.
- Blood in the child's underwear.
- Frequent bladder infections.
- STDs Pregnancy in pre-teen girls.
- The child complains about headaches and sickness.
- Sudden change in the child's normal behavior, starts acting different.
- Depression or suicidal, running away.
- Regression to more childlike behavior.
- Changes in relationships to adults, such as becoming more clingy or more avoidant.
- Lower school engagement and lower achievement.
- Exhibits sexually provocative behavior or becomes promiscuous.
- The child has or talks about friends that are unusually older.
- The child talks about having sex or being touched.
- The child is extremely avoidant of undressing or physical contact at school.

Neglect – The failure to provide a child with basic needs, including food, clothing, education, shelter, and medical care; also, abandonment and inadequate supervision.

Neglect Indicators include:

- Gaunt, underweight
- Unattended health concerns or medical problems, such as skin infections or coughs.
- Poor hygiene, body odor, or unkempt appearance.
- Inappropriate clothes based on the weather (e.g., doesn't own a jacket in a snowy climate)
- Lack of supervision or abandonment.
- Fatigue; falls asleep in class or seems listless.
- Clinginess
- Depression
- Begs and steals (food or property).
- Says there is no one home to take care of them.

Emotional Maltreatment – A pattern of behavior that attacks a child's emotional development and a sense of self worth, such as constant criticizing, belittling, insulting, manipulation; also providing no love, support or guidance.

FellowshipKids Emergency Action Plan

Emergency Cell Numbers List

Emergency Coordinator/ Pastoral Ministry Leader: Pastor Tim Hunt
(856) 816-5126

Director of Children's Ministry: Lisa Meyers (609) 923-1791

Be Prepared:

- Always know the number of children you have in the room at all times.
- Make yourself aware of the location of the fire alarm pull station within your room.
- Know the evacuations routes posted inside your room.
- Know any assistance a child may need to evacuate quickly, such as pushing a wheelchair or having to carry him/her.
- Know how your room door locks or does not lock.
- Know the closest exits to leave the building. There is one directly in the nursery room to the outside.
- Know the procedures so that you are more likely to stay calm and not panic.

Fire Emergency

When a fire has been discovered in the building.

Activate the nearest fire alarm pull station.

Call 911 to notify the fire department.

Notify Pastor Tim Hunt, Lisa Meyers, or any other FCC Pastors/Staff

Upon being notified of a fire emergency by hearing an alarm or personal notification, occupants must:

- Gather the children into a line. **Count children carefully** and confirm count with another volunteer. Take clear backpack hanging by door. Remove rope and instruct the walking children to hold onto designated rope as they exit. Have one adult at the front of the line and one adult at the back of the line. Carry or use foldable wagon to transport all children not able to walk on own through the exit. Use all volunteers available to carry children if necessary.
- Calmly exit the room through the external exit door. Be sure to double check to make sure all children are out of the room. Do not worry about leaving personal items behind. The secondary exit route marked on the posted room exit plan should be used, if external exit door is blocked or inaccessible.
- Assemble INSIDE the prayer garden. Stay with your children.

- Be sure to keep nursery children separated from the older students so we can make sure we have the right number of children. Count children again once outside. Keep children in a line while waiting. **DO NOT let them form groups or scatter.**
- Once outside Lisa Meyers or Pastor Tim Hunt will check the roster on Planning Center to take a detailed account of each class.
- Wait for further instructions and for parents to arrive to pick up children.
- Ensure you use the same Pick-Up procedure as usual, matching tags with the child's name tag.

Dangerous Intruder Plan: Lock Down

Upon understanding that there is a potentially dangerous intruder in the building by either witnessing or hearing danger and/or being verbally told of the danger, occupants must:

Be a SEAR:

See- have situational awareness, what do you see or hear that says danger?

Escape/ Evade- Decide on which option is best quickly

Act- Run or Hide to get away from danger quickly

Reassess- changing events may mean change in decisions

The best immediate action is to run from danger OR immediately hide through lock down.

ESCAPE: If you are in front of danger or in same open area as danger or know where the danger is and have time to escape the building- the best option is to run away from the danger. Gather the children as quickly as you can (as noted in the fire emergency procedures above) and run to closest exit away from the danger. **Remember there is an external exit located in the nursery room.** Take children as quickly as possible to the safety of the "Bethlehem" area by the outdoor storage unit, a distance away from the building to keep away from danger.

LOCK DOWN: If you are away from the danger, unaware of actual location of danger, and /or the danger is not in your immediate room, the best option is to Lock down.

- Lock room doors from inside. If the door does not lock, use furniture to blockade the door so that the intruder cannot enter.
- Turn off lights.
- Place sleeves (located on hooks) over the A closer on each of the hallway doors to lock them.
- Huddle children in the nursery bathroom or in an area not visible from the windows in the hall doors. Cover window in the bathroom door with poster or paper. Have the children sit down on the floor.
- The goal is to have the room look as if it is unoccupied if someone looks in.
- Keep children quiet. Silence your cell phone.
- Double check attendance.
- Pray over and with children.
- **NO NOT UNLOCK THE DOOR** for anyone. Police or Pastor or Children's Director will unlock the door when area is determined to be safe.

- DO NOT release any children to parents until ALL SAFE has been given. Parents will need to sign for their children before teacher can release them.

CALL 911: Once you and your children are in safe area, call 911. It is important for authorities to get as much information as possible. Tell the operator exactly what you hear and see as well as your location within the building. This is very important for the police to know as quickly as possible.

SEVERE WEATHER AND NATURAL DISASTERS

Tornado:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- When a warning is issued by sirens or other means, seek inside shelter.

Consider the following:

- Small interior rooms on the lowest floor and without windows (Library/Media Room/Nursery bathroom).
 - Hallways on the lowest floor away from doors and windows, and rooms constructed with reinforced concrete, brick or block with no windows (Hallways going from gym to sanctuary).
- Stay away from outside walls and windows.
 - Use arms to protect head and neck.
 - Remain sheltered until the tornado threat is announced to be over.

Earthquake:

- Stay calm.
- If building starts to shake, DROP, COVER, AND HOLD ON.
- DROP to floor away from overhead fixtures, windows, filing cabinets and electrical power.
- Assist people with disabilities in finding a safe place.
- Find and go under COVER of a desk, table or next to an interior wall without windows such as the nursery bathroom.
- HOLD ON to any grounded object to keep you from being tossed or slide.
- Evacuate (after earthquake has taken place?) as instructed by the Emergency Coordinator and/or the designated official.

Flood:

If indoors:

- Stay calm and be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Move to high ground.
- Follow the recommended primary or secondary evacuation routes to be evacuated to safer areas.

If outdoors:

- Climb to high ground whether outside or within a building and stay there.
- Avoid walking or driving through flood water.

