

Security / Check-In Procedure

***ChristLife* takes the safety of children very seriously. Each volunteer or paid worker must submit to a criminal background check and must be a member of *ChristLife* before being allowed to serve in the Children's Ministry. Guidelines and policies are in place to ensure that your child is well cared for in a uniform and consistent way.**

CONNECTION CARD

Each family must fill out a connection card. This card is easy to fill out and contains general information about you and your child that will allow us to care for and meet the needs of your family. Pick one up at the check-in station. Once the information is turned in, we will input your information into our security database. This information is in our database so your child can be checked into the children's area and attendance can be recorded.

CHECK-IN STICKER SECURITY SYSTEM

Each parent must check-in their child weekly and will receive 2 stickers. One is to be placed on your child and the other is retained by the parent to show the security volunteers when checking your child out of the children's area. Those in the nursery and toddler rooms can receive additional tags for diaper bags and bottles.

DROP OFF POLICY

After checking your child in, the security volunteers will take your child(ren) to their classroom.

PICK UP POLICY

After Life Service is over, show your sticker to the security volunteers to pick up your child(ren). No child will be released if stickers don't match between child and parent. If sticker is lost, State issued ID must be presented to the security coordinator before child will be released.

DISCIPLINE PROCEDURES

All of our volunteers are instructed to use consistent and age appropriate techniques to diffuse any potential behavior problems. Redirection, structured classrooms, positive reinforcement, and the child's knowledge of rules and expectations are just some of the techniques that will be used. However, if a child continues to struggle in making good choices the teacher/volunteer will explore the following options:

- the child may be taken off to the side or removed from the classroom to make sure the child clearly understands the expectations/ rules
- removal of a toy/privilege
- time out for appropriate length of time (one minute per child's age)
- older children may be removed from the classroom and their behavior discussed with them. The purpose of this is to find out his/her's goal in behaving in such a manner. Natural / logical consequences for their actions may be discussed.

If a child continues to act out or if there is an extreme situation (child is "out of control", harming a volunteer or child, or destroying *ChristLife* property) the parents will be immediately notified.