

### 1. Registration and Release Forms/Check-In

- All children must be registered before attending a church sponsored program. Registration information will be retained for ongoing use including availability for emergency contacts.
- Parents must complete a Release Form on all children before they will be allowed to participate in an RCKids program. Release forms will be retained indefinitely.
- All children must have an identification name tag before they can be admitted into an RCKids classroom.
- Parents/guardians will be given an ID card for their child before the child can be dropped off. They must present this card at the time they pick-up their child. If the parent/guardian loses the card and they are not easily recognizable by an RCKids worker, they must be able to answer information about themselves (address, phone number, etc.) as well as about the child, i.e., DOB.

### 2. Staffing and Supervision

- All workers must be a Covenant Member in good standing and undergo a background check before they will be allowed to serve.
- At no time will anyone working with the children have one-on-one time behind closed doors.
- Only scheduled workers should be in the classroom during a church sponsored program. If the need arises that a parent/guardian would like to remove their child(ren), we ask that they not enter the classroom but allow the staff to bring their child(ren) to them.
- In the event that a parent/guardian would like to do their own diaper changes during a church sponsored program, they will be informed of the alternate changing room inside the women's bathroom or nursing room.
  - Child(ren) may not be removed from a classroom unless a request is made by a parent/guardian.

### 3. Open Door Policy

- Parent/Guardians who have child(ren) in an RCKids ministry or who are considering placing their child(ren) in an RCKids ministry have the right to visit and observe the programs/activities at any time unannounced.

### 4. Discipline

- Any interaction regarding discipline must carefully consider the child's dignity and well being. Gentleness, respect, and understanding must guide all actions and words. No child at Redemption Church will be subject to: corporal punishment (including, but not limited to, rough handling, ear pulling, shaking, slapping, hitting, and spanking); emotional abuse (including, but not limited to, name calling, shaming, threatening, humiliation, or yelling); or the use of physical restraint (unless restraint is necessary to protect others from harm).
- Parents/Guardians will be contacted immediately and asked to pick up their child when the child demonstrates an inability to participate in church programs and respond to a positive discipline. Parents will be contact via cell phone.

- If any worker or staff is guilty of inappropriate action toward a child, he or she may be subject to discipline by the church. Furthermore, he or she may be subject to criminal and/ or civil assault charges under the laws of the commonwealth of Virginia.

#### 5. Emergency Action Plan

- Although we strive to maintain the safest environment possible, it is known that the nature of children's activities occasionally leads to accidents. A fully-equipped first aid kit is accessible in the children's areas.
- It is the policy of RCKids to first notify the child(ren)'s parents in the event of a medical incident. In the event that the parents are not immediately available, childcare workers will administer appropriate treatment measures such as applying pressure or a bandage to a bleeding wound. No pharmacological treatment, oral or topical, will be administered.
- Life- threatening situations will be handled as emergencies with appropriate treatment measures being immediately instituted. 911 and parents will be notified immediately. Redemption will not be responsible for any "Good Samaritan" assistance offered by any of its members.
- An incident form will be completed for any accident or incident that occurs. The parent or guardian must be informed of the incident and shown the completed Incident Form. The form requires the nursery worker, parent and nursery coordinator signatures. The form is to be filled out and kept on record indefinitely for any need of future reference. All incidents will be reported to the Elders on a minimum of a monthly basis. Incident forms can be obtained from the Weekly Lead.