**Check-in/out Procedures**

**ALL Children MUST be checked-in online**

Please register online to ensure availability, due to lower ratios & safety, space is limited. Please carefully read and sign the Handbook online prior to your child(ren) re-gathering in the classroom.

**COMMUNICATION**

**Communication is key**, especially when you have children. For upcoming events, announcements and important information we utilize text & email as well as our Crossroads Kids Fb page & church website.

**PRESCHOOL**

**Check-in**

All Preschool Children who have **previously registered online** will check-in to left of the Front Lobby on the hallway **(near the nursery).**  Masks are **optional** for children in Preschool.  We request that **Parents wear masks in** **hallways during drop off and pick up of their child(ren**).  Children will have their temperature checked (touchless) & receive their check-in tag. CKM team leaders will take the children to age appropriate classrooms.

**Dismissal**

Dismissal will be at the **same** location.  Classes will line up in the preschool hallway for dismissal. You **MUST** have your parent tag to get your child.  For the safety of the children, only a CKM team member will be allowed in this designated area.

Please be prepared to have your parent tag ready so that we can promptly and safely dismiss your children. To efficiently keep social distancing as much as possible, one parent at pickup only, wear a mask & please quickly move outside of the area if you desire fellowship.

**ELEMENTARY**

**Check-in**

All elementary kids that have **previously registered online** will check in at the Front Lobby office window **(next to the giving kiosk)**. Children will have their temperature checked (touchless) & receive their check-in tags, they will proceed into the Worship Center for a time of family worship.

After worship, the Elementary children will be invited to go to the back of the Worship Center (**opposite of the stage**) where they will see a CKM leader with a **purple flag (grades K-2)** or the right door **red flag (grades 3-5)** quietly exiting the sanctuary.  Crossroads Kids Ministry team leaders will take the children to their age appropriate classroom. **(Check-in tags will ensure all check-in procedures have been followed.)**

**Dismissal**

Dismissal will be at the double doors at down at the end of the hallway. Please turn left at the Café to access this hallway. We request that **Parents wear masks in** **hallways during drop off and pick up of their child(ren**).

Please be prepared to have your parent tag ready so that we can promptly and safely dismiss your children. To efficiently keep social distancing as much as possible, one parent at pickup only, wear a mask & please quickly move outside of the area if you desire fellowship.

**Thank you for your cooperation during these interesting times.**

Like our Sunday morning church services, we’re taking additional steps to keep our Crossroads Kids environment safe (and fun) for your family and appreciate your **grace and love** through this transition.

**WHAT TO EXPECT**

When you arrive, be ready for a redesigned check-in process to help support a safe environment. ☺

* Please **arrive early** to allow for time for check-in to promptly begin classes. **(Check-in will begin at 10:45)**
* Masks are **optional** for children up to Preschool.
* We ask that students from **Kindergarten through 5th grade wear masks** when they are unable to practice social distancing. Masks can be removed once students are situated in any environment where social distancing has been established and can be maintained. (**Masks are available at the Welcome Desk**)
* Staff and volunteers are **required** to wear masks.
* We encourage only **one parent/guardian** into the designated areas for drop-off and pick-up to help limit traffic in the hallways.
* We **request** that Parents wear masks in hallways **during drop off and** **pick up** of their child(ren).
* Additional hand-sanitizing stations will be available in the Crossroads Kids check-in and hallway area.
* Be sure to use hand sanitizer or wash your hands before entering the Crossroads Kids area. Encourage your child to do the same.
* **All children will wash hands** upon entry to the classroom and hand sanitizer will be used throughout the morning.
* All toys and hard surfaces will be sanitized each week.

**You’ll see lots of big waves, but let’s avoid hugs, high-fives, and handshakes!**

We’ll all need to **work together** to help keep Crossroads Kids safe, so **please** stay home and participate on our Crossroads Kids Facebook page if you child has:

* **Has had a fever in the past 14 days.**
* **Shows any symptoms of COVID-19 in the past 14 days.**
* **Has been around anyone who has tested positive for COVID-19 in the past 14 days.**

**HEALTH GUIDELINES**

* Sick children who can expose other children and workers to illness should **not be received into the classroom** if they show any of the following:
* A temperature higher than 100.4F, taken by digital thermometer. Keep child home until he/she has been fever free and Tylenol/fever meds free for 24 hours.
* Shows symptoms of COVID19 and/or has a fever of 100.4 F or higher. Children showing signs must remain home for 2 weeks or until a test is negative. After 2 weeks, children must remain fever free and Tylenol/fever meds free for 72 hours.
* Severe cold with fever, sneezing, and yellow or green nose drainage.
* Vomiting. Keep child home until a 24-hour period has passed without vomiting.
* Diarrhea.
* *Rashes that have not been diagnosed as non-communicable by a physician.*
* Impetigo. A skin infection consisting of blisters surrounded by a reddened area.  When the blisters break, the surface becomes raw and oozes. The lesions become crusted and yellowish. Contagious until the lesions are “dry.”
* Coxsackie virus. Often called hand, foot and mouth disease, because of the lesions/blisters on these parts of the body. The virus may also cause a fever and a sore throat. Children are contagious 3-5 days after the first lesions appear.
* Conjunctivitis. An eye infection commonly referred to as “pink eye.”  The eye is generally red with some burning, and there may be thick yellow drainage.  A child may attend church class 24 hours after treatment has begun.
* Bronchitis. This can begin with hoarseness, cough, and a slight elevation in temperature. The cough may be dry and painful and then becomes productive (loose).
* Strep throat.  If the doctor diagnoses a strep throat infection and places your child on antibiotic medication, the child should not be brought to church until he/she has been on the medication for at least 24 hours.
* Head lice.  Head scratching and intense itching of the scalp are the main indications of head lice. Children with head lice may return to class 24 hours after his/her first treatment and once nits have been removed from the hair.

**Please be considerate and keep runny noses, diarrhea and upset stomachs at home unless your doctor gives written certification that your child is not contagious.**

**SAFETY POLICY**

* For identification, volunteers will wear a Children’s Ministry nametag and/or t-shirt.
* A computerized security system is used for infants through fifth grade. Children are checked in at the Children’s Welcome Desk and a security tag prints with a unique number/letter on two stickers. The sticker with the child’s name goes on their back and the other is to be kept by the parent that will be picking up the child. For safety you MUST have the corresponding tag to pick up your child.
* We do not allow a child to be checked into a class with any weapons or dangerous items. We also discourage children from coming with toys.
* **Parents/guardians are not allowed to enter the classrooms unless requested to do so.**

**CHILDREN’S MINISTRY VOLUNTEERS**

* They should adhere to the doctrines and principles of the church.
* They must fill out an application form.
* References will be checked.
* Background checks on teachers will be taken.
* Teachers will attend basic training and be encouraged to take additional training courses.
* All Crossroads Kids Ministry Team & Crossroads Kids Staff will have their temperatures checked prior to entering the Crossroads Kids area.
* All Crossroads Kids Ministry Team will be required to wear a mask.

**CLASSROOM PROCEDURES**

* A minimum of two adults should be present in any room, except in event of an emergency. At times, one adult may work with one teen helper.
* There will be easy view into the classrooms.
* Family members may work together, but there should be a third volunteer present also.
* Teacher/student ratio will be as follows:

Infants, Toddlers and Two’s: 1:4

Preschool 1:5 Elementary: 1:9

**(Ratios may be lower due to Covid-19)**

* Volunteer Age: Approved teens, ages 13 – 15 may assist in classrooms but may not assist in bathrooms**.**
* For identification, volunteers will wear a Children’s Ministry nametag and/or t-shirt. If you notice anyone in a children’s ministry building who is not identified as a volunteer, please approach him to ask if you can help in any way.
* A computerized **security system is used for infants through fifth grade.**  Children are checked and given security tags with a unique number/letter on two stickers. The sticker with the child’s name goes on their back and the other is to be kept by the parent that will be picking up the child. For safety you **MUST** have the corresponding tag to pick up your child.