

UPCKids!
COVID-19
Policies and
Procedures

Volunteer Expectations

Pre-Service

- Arrive at 8:15am for 1st service, 10:00am for 2nd service. This will give you a chance to get your temperature checked, pick up your name tag, and attend a pre-service huddle. This will allow us to pray as a team and go over any questions about the rooms and lesson.
- Get temperature checked in foyer of the education building.
- Come to the Commons for the pre-service huddle.
- Be familiar with the lesson for that morning. Know the big idea so you can repeat it throughout the morning.
- If your room has a sink, wash your hands immediately for 20 seconds upon entering the room or use hand sanitizer if there is not a sink.
- As children enter, make sure that they have a name tag on, label any bags they bring with them, and have the child wash or sanitize hands.

During Service

- Each room will have a basket of supplies for each room and each service.
- Give children personalized attention and care.
- Wash hands regularly throughout the service and have children wash hands before snack time.
- Cups full of snacks and water will be delivered to each room.
- Lead your children through the prepared activities.
- Ensure safety at all times.
- Let the kids be kids in safe manor.
- If a child puts a toy in their mouth, take it and put it in the “to be cleaned” bin on the counter.

Post Service

- Have one volunteer stand with the check-out clipboard and collect the child and parent tags. If a parent needs to keep their tag to pick up other children, the volunteer can sign the child out. So only one person is touching the clipboard.
- Clean up your area.
- Sweep and wipe any crumbs up from snack time.
- Wash/Sanitize your hands when you leave.

Policies

Volunteer Policies

- At least two volunteers must be in a room at all times. For assistance, please talk to Gabby Peterson or Ashley Moen.
- Each volunteer must completely fill out a UPC Kids volunteer application and submit to a background check BEFORE they are allowed to serve.

Mask Policies

- Adult volunteers and staff must wear a mask that covers their nose and mouth at all times. Along with a face shield.
- Children Kindergarten and above must wear a mask that covers their nose and mouth at all times.
- Children 3-5 years old are not required to wear a mask inside their classrooms but in all common areas.
- Children 2 years old-newborn are not to wear masks.

Sick Children Policies

- For the wellbeing of all, sick children should not attend UPC Kids.
- If a child is displaying signs of sickness, such as fever, green or yellow discharge, pink eye, complaining of stomach pains, etc. Please notify Gabby Peterson and they will locate the parents.

Misbehavior Policies

- Corporeal punishment is never permitted.
- When a child misbehaves, appropriate action is to talk to the child about what they did wrong and why it is wrong.
- If behavior continues, give them a verbal warning. Let them know this is their second warning if they do not listen they will be put in time out.
- If, necessary, send them to a time out space.
- Contact Gabby Peterson for help if behavior continues.

- Do not shame children or use any punishment method other than time out.
- If misbehavior needs to be addressed with a parent, this will be taken care of by Gabby Peterson.

Toddler Bathroom Policies

- Small Group Leaders never need to take children to the bathroom alone. Please contact Gabby Peterson or Ashley Moen for bathroom assistance.
- Children may need help unbuttoning pants or holding their dresses. If they say they are able to go by themselves, let them go into a stall alone unless they say they need you. If a child requires assistance, the worker should summon another approved assistant, prop open the bathroom door, and leave the stall door open as he/she assists the child. Otherwise, stand outside the stall to assist. Wear gloves if you are assisting a child in the bathroom.
- At least two volunteers must be present when taking a child to the bathroom. This is just as much for your safety as the child's.

Injury/Emergency Policies

- If a child is hurt, get the first aid kit in your room and notify Gabby Peterson.
- If an incident has occurred only Gabby Peterson is to talk to the parent about the situation and fill out an injury report.

Snack Policies

- Each volunteer will wash their hands before serving snacks.
- Each child will wash their hands before receiving their snacks.
- Volunteers will serve snacks while wearing gloves.
- Each child will wash hands after snack.

Procedures

Check In

- Greet and welcome each family as they drop off their child at the door.
 - We hope to create an environment that clearly expresses, “Parents, we value your child,” and “Kids, we’re glad you’re here!” This is easy to accomplish when each volunteer truly believes that every person that walks through our halls is loved by God. The few moments in which you interact with a parent at drop-off and dismissal are key to expressing your love and concern. The hour you have with the child will help them believe, “This person likes me, thinks I’m valuable, and wants to see me again!”
- Make sure each child is wearing their sticker tag when they enter the room.
- Look on tags for any allergies or special instructions and listen to the parent for any additional information.
- **For babies label any items they bring to the room, such as diaper bags. If they bring an item that goes into the mouth such as a sippy cup or pacifier – put it in their diaper bag immediately.**
- Do not let parents hang out in classrooms.
- Make sure each child washes/sanitizes their hands before playing with toys.

Check Out

- Parents will come to the door of the room to pick up their child. Have their personal items and activity sheet ready to hand to the parent.
- One volunteer leader will hold the checkout clipboard.
- The Small Group Leader must match the parents tag to the child’s tag on the check-out sheet BEFORE they can leave the room.
 - A parent CANNOT pick up a child if they don’t have the matching tag. If the parent tag is lost, only Gabby Peterson or staff members can approve child check out.
 - If a parent needs to hold onto their tag to pick up another child, the volunteer can sign the check-out sheet after they have verified that the numbers match.

Diaper Changing Procedures

Prepare

- Get a clean diaper from either the child's bag or from the room supplies.
- Grab gloves, baby wipes, and hand sanitizer.
- Put on gloves.
- Lay clean plastic mat on changing table.
- Lay changing line down.
- Before you bring the child to the changing table, tell the child what you are about to do.
- Never show disgust at a child's diaper.

Change

- Lay baby or toddler on changing table (talking to child while changing them helps!)
- ALWAYS keep one hand on the child at all times.
- Remove dirty diaper and place in diaper disposal container or child's "wet bag" (usually a zippered cloth bag with wipeable lining), if the child wears a cloth diaper.
- Use baby wipes to clean diaper area, wiping from front to back.
- Put clean diaper on child.
- Button, tie, or zip outfits back on and place child back on floor.

Clean

- Wipe down plastic covering on the table with a disinfecting wipe.
- Remove gloves and place in trash.
- Wash hands if available; if not, use hand sanitizer.
- After the last service, remove bag from the diaper disposal bin and replace with a new trash bag.