

## Safety, Security, and Discipline Guidelines for Noah's Ark/Jumpstart

### Safety Procedures:

1. Allergies:

Children's nametags have an "at sign" (@) if they have an allergic reaction to anything. Teachers have a listing of each child with information which includes any allergies. Teachers will have blank "Allergy Alert" posters in their bins so they can write foods to be served on one and post it on their doors before kids are dropped off.

2. Restroom breaks:

- a. Noah's ark students will be escorted to the restroom in the hallway by a helper within view of the Hall Monitor. There should always be 2 people with a child at all times. One of these includes the hall monitor's line of vision. Helpers should be of the same sex as the students being escorted.
- b. Jumpstart students are allowed to walk to the restroom in the hallway by themselves under the watchful eye of the Hall Monitor or escorted by a helper for the Kindergarten/1<sup>st</sup> graders.
- c. No more than 2 Noah's Ark children should be escorted to the restroom at a time. Dismiss only one Jumpstart student at a time to go to the restroom.
- d. If a child needs help inside the restroom, parents/guardians must be called.  
*Volunteers are not to go into the bathroom with a child.*

3. Emergencies:

- a. Fire Alarm/Fire/Smoke. Teachers are to move their students outside through the nearest exit and maintain a safe distance from the building. Return to the building when the "all clear" is given. Release children only to guardians who have matching numbers on their nametags.
- b. Tornado/high winds. Teachers are to move their students into the hallways away from all windows. Have them sit on the floor and cover their heads. Return to classrooms when the "all clear" is given. Release children only to guardians who have matching numbers on their nametags.
- c. Choking/Injury. Send for the hall monitor immediately. Utilize first aid training as necessary until a more qualified person arrives on the scene.

## **Security Procedures:**

1. Nametags:
  - a. All children must have nametags in a visible location which have their corresponding guardian's number. Hall monitors and teachers must check before allowing kids back the hallway or into class.
  - b. All volunteers must have nametags in a visible location in order to be back the hallway.
  - c. Teachers are only to release children to adults (over 16) with the same number on their nametag.
  - d. If children are misbehaving or are in need of a parent, volunteers will inform the Hall Monitor who will put the child's number on the screen during worship for the guardian to come get the child.
  
2. Restricted access to hallway during services.
  - a. During the services, a yellow plastic chain will be suspended from one side of the hallway to the other at the entrance of the Jumpstart Hallway and at the back entrance to the Noah's Ark Hallway. The purpose of this plastic chain will be to restrict access to the hallways while children are in their classes. The plastic chain will be taken down during the invitation time.
  - b. If a parent or someone needs access during the service, they are to get the attention of the Hall monitor who will be positioned at a desk to be able to view both hallways at the same time. At no time will we restrict a parent or guardian's access to their child. This procedure ensures that people who are back the hallway are authorized to be there.
  
3. Permanent Volunteer badges.
  - a. So that parents can have confidence that those who are working with their children are authorized to do so, we will be providing permanent volunteer badges for each volunteer who will be back the hallway on a given Sunday. The badges will be kept in the volunteer bins as to be available when needed. Volunteers are asked to wear these so that parents/guardians can have assurance that they are authorized.
  - b. No unscheduled volunteer should serve in a classroom unless they have first been approved by the Overseer for that Sunday. This ensures that the Overseer knows who is serving and belongs back the hallway. Jumpstart aged children are not to serve in Noah's Ark, but should be in the worship service or their Jumpstart class.

## **Discipline:**

1. In order to maintain an atmosphere where students have the best chance to hear and apply God's Word, students are expected to do the following:
  - a. Keep their hands and feet to themselves.
  - b. Leave other people's things alone.
  - c. Remain quiet when others are speaking unless they are called upon.
  - d. Treat others with respect and kindness.
  - e. Obey volunteers and their directions.
  
2. Each classroom can design their specific discipline procedures under the following guidelines:
  - a. Volunteers will not physically discipline children. If it is necessary to keep a child from hurting himself or another child, volunteers may restrain a child by using only the degree of force necessary to keep children safe. Parents should be called immediately and two adults should be present.
  - b. Volunteers are not to verbally put down students or use any language that is harsh or demeaning. Use a calm, firm voice, bending down to the child's level so they can look you in the face.
  - c. Verbal warnings should be given with clear instruction as to what the inappropriate behavior is and what a student needs to do in order to correct that behavior.
  - d. When a child does not or will not comply with what is expected, the hall monitor will be contacted and call the parents. Teacher will take the time to thoroughly explain to the parent the problem, attempts at correction, and the child's response. Because we are partnering with parents, we want to communicate as much as possible.