

## Diaper Changing Policies

Below are our standard policies and procedures regarding changing diapers.

- Only **female adult** volunteers may change diapers
- Diapers are only changed in classrooms with children 35 months old and under
- Diapers are only to be changed on the changing stations
- NEVER leave a child unsupervised while on the changing table
- Always wear disposable gloves when changing any type of diaper
- Check each child frequently to see if their diaper is soiled
- Use diapers and materials the parents have supplied

### Steps to changing a diaper

- Collect all supplies needed (including clean diaper from child's bag, wipes, etc.) and place at the changing station before beginning
- Removed soiled diaper from child
- Wet diapers only may be placed directly into the trash bin. Diapers that are soiled need to be placed in the supplied scented disposal bags and then placed in the trash.
- Wipe all soiled areas from child's skin with wipes
- Place a clean diaper on the child
- Remove the child from the diapering station and thoroughly wipe down the changing pads used with sanitizing wipes.
- Wash your hands (wash hands after each diaper change)

### Soiled Clothes

Remove immediately and place in plastic bag. (Ask another adult/assistant to help if needed. Remember never leave a child alone on the changing station.) Next, check the child's diaper bag to see if extra clothes have been provided and place the bagged soiled clothes in the proper diaper bag. Be sure to make a note on the Post Attendance Sheet (by the child's name) so that the parents may be notified when they pick them up. If there are no extra clothes provided, check with your room leader or service coordinator to see if Kids Quest has any extra clothes. Otherwise, page the parents right away.

### Diaper Rash

If when changing a child you notice the diapering area is oozing, bleeding or concerning in any way, please page parents immediately.

**Note: KQ staff and volunteers are not allowed to apply any ointments, powders, or creams of any type to children.**

## Allergies

- If a child has an allergy, it will be indicated on the lower section of their nametag. Room leaders must pass this information on to additional volunteers so everyone can keep a close eye on this child.
- To minimize allergy incidents, we only serve cheerios, goldfish and water in all of our early childhood rooms. Occasionally elementary aged kids will be given approved snacks.
- Children or parents are never permitted to bring in food or snacks for other children.
- For the safety of our children with allergies, please do not bring any food or liquids into your classroom.

If a child has a serious allergy, the parents must fill out a “Food Allergy Alert” form and bring it with them to class each week. The forms are florescent pink and give emergency instructions to be followed in case of a reaction. This form is hung on the wall or window in plain site while the child is in the care of KQ. This form is returned to the parents at pickup.

## Discipline Procedures

### General Discipline Guidelines

To guard against any implication of physical abuse and to protect volunteers and/or the church from accusations, following are necessary guidelines.

- It is only legitimate to hold or grab a student if the teacher is stopping a child from harming another.
- When there is a need to discipline speak firmly and give specific consequences. Yelling or actions of anger are unacceptable.
- If a student continues to be disruptive, call a staff member.

Disruptive behaviors requiring immediate disciplinary attention include:

- Fighting
- Disrespect
- Destruction of property
- Leaving class without permission

### Individual Child Management

We believe the best practice for individual discipline is Time-Out. Time-outs help children to understand that their behavior is not acceptable and removes them from the situation for a period of time so that they can start anew. The fundamentals for the time-out procedure are as follows. It will look slightly different for different ages.

Kids Quest

## Time-Out Procedures For Ages Two-Kindergarten

Use the following procedure when disobedience continues after you have verbally corrected a child. (Give one warning.)

- Remove the child from the group and place a chair facing away from the activities (but not out of sight of teachers)
- Explain why he/she has been removed from the group.
- Leave child in the time-out for approximately one minute per year of age.
- At the end of time-out ask the child to verbalize the wrong behavior, i.e., he should know exactly why he had a time-out.
- Explain to the child (ages-3-4) why the behavior was wrong. Ages 5-6 should explain why it's wrong.
- Express confidence in the child's ability to make a good decision next time.
- Have the child make apologies if another person was involved.
- The teacher should communicate reassurance and acceptance to the child.
- If the child refuses to cooperate with the time-out procedure or you continue to have problems, ask a staff member for assistance

## Two-Year Olds

Discipline must be immediate and consistent to be effective with 2-year-olds. Give the child the benefit of the doubt as his/her behavior may stem from immaturity as opposed to outright defiance. Point out the unacceptable and redirect to acceptable behavior. Give the child the option to choose to change his/her behavior or to have a time-out. A time out should be given after two warnings.

Behavior inflicting physical harm must be dealt with quickly and decisively regardless of the motive. If a child is bitten, call the parent of the victim so the child can be comforted. When the "biter" is picked up inform the parent (the goal is awareness for the parent, not embarrassment or condemnation for the child). If a child bites a second time, he/she will be removed from the classroom for one week. When the child returns a parent must accompany the child in the nursery for the next two times to monitor behavior.

## Role Descriptions

### Early Childhood Lead Teacher

A Kids Quest Jr. Lead Teacher is the shepherd of the classroom(s) and responsible to teach the story/lesson to assigned classrooms as well as shepherd the assigned serving groups. The teacher is expected to teach the children, reach and minister to members and prospects, with the help of other leaders in the class. All Lead Teachers within Kids Quest Jr. are expected to carry out their designated responsibilities, guide, shepherd, and grow those people within their teams.

- Be in the Kids Quest Jr area 30 minutes before the service starts.
- Provide direction within classroom(s) with new teachers to help show them the process of managing the classroom. Be willing to answer any questions.
- Prepare to teach the lesson/story in your classroom(s).
- Any problems that come up with parents, other teachers or children are directed to the directors.
- Work with your Director to receive lessons via email.
- To make sure lesson is carried out in class by following the directions.
- To help oversee Clubhouse/Cottage dramas including: making sure one teacher is watching the door, as many children and teachers are participating as possible, and helping to take care of any issues that might arise during this time.
- Report any concerns about the lessons to the director.
- Shepherd and make contact with all permanent room leaders on a bi-monthly basis.
- Pray for your serving group, children, and parents.
- Promote spiritual growth and unity within the serving group.
- Try to create a safe relationship for team to share concerns, prayers, etc.
- Encourage and shepherd each member toward spiritual growth, community, and wholeness.
- Be a spiritual model for your group members in service, evangelism, life and love for God and people.

## Early Childhood Service Coordinator

Service Coordinators are to be working with Room Leaders to coordinate service, managing classrooms and issues that arise during services. To create smooth transitions for families each service between the check-in stations and classrooms. To be shepherding the Room Leaders with in an assigned age group/service with the Lead Teachers.

- Be to your area 30 minutes before the service starts
- Coordinate volunteers with scheduling for each classroom.
- Provide direction within classroom with new teachers to help show them the process of managing the classroom.
- Be willing to answer any questions.
- Manage the area in a way that is a safe environment for the children.
- Any problems that come up with parents, other teachers or children are directed to the directors.
- Work with your Director to receive updates via email.
- To support the lead teacher during the story/lesson time in class.
- To help oversee Clubhouse/Backyard story times including: making sure one teacher is watching the door, as many children and teachers are participating as possible, and helping to take care of any issues that might arise during this time.
- Report any concerns to the director.
- Pray for your caregivers/team, children, and parents.
- Promote spiritual growth and unity within the classroom/team.
- Try to create a safe relationship for caregivers/team to share concerns, prayers, etc.
- Encourage each member toward spiritual growth, community, and wholeness.
- Be a spiritual model for your group members in service, evangelism, life and love for God and people.

## Early Childhood Room Leader

The Kids Quest Jr. Room Leader is responsible to keep watch over the children and oversee or coordinate all caregivers and classroom functions. The room leader is expected to manage the children, lead activities/games and interact with parents and families. All Leaders within Kids Quest Jr. are expected to carry out their designated responsibilities, guide, shepherd, and grow those people within their teams.

- Be in your classroom 30 minutes before the service starts.
- Check families into classroom by properly identifying any special needs/instructions and checking for matching family tags.
- Provide direction within classroom with new teachers to help show them the process of managing the classroom. Be willing to answer any questions.
- Manage the classroom in a way that is a safe environment for the children.
- Any problems that come up with parents, other teachers or children are directed to the directors.
- Work with your Director to receive updates via email.
- Support the lead teacher during the story/lesson time in class.
- Help oversee Clubhouse/Cottage dramas including: making sure one teacher is watching the door, as many children and teachers are participating as possible and helping to take care of any issues that might arise during this time.
- Report any concerns to the director.
- Make sure the teacher/team members will be there.
- Manage the classroom and children to each activity.
- Pray for your caregivers/team, children, and parents.
- Promote spiritual growth and unity within the classroom/team.
- Try to create a safe relationship for caregivers/team to share concerns, prayers, etc.
- Encourage each member toward spiritual growth, community, and wholeness.
- Be a spiritual model for your group members in service, evangelism, life and love for God and people.

## Early Childhood Caregiver

Assist the Small Group Leader in managing the classroom. Coordinate the caregivers and themselves by defining tasks supporting the room leader. (ex. preparing snacks, taking in diaper bags, changing diapers, setting up for coloring, cleaning up toys, etc.). As new volunteers are scheduled, help them to become part of the process.

- Be to your area 30 minutes before the service starts
- Greet and engage with babies/children as they enter the room
- Manage the area in a way that is a safe environment for the children.
- Be willing to help and seek the answers to questions not known.
- Support the leaders as children transition and activities are being taught.
- Report any concerns to the director.

## Treasures Caregiver

Treasure's is a ministry for children with Special Needs. We try to provide a buddy for all who participate in Treasures. Most of the time the buddies will be one on one but there are times when we do a larger ratio.

- Be to your area 30 minutes before the service starts.
- Greet and engage with assigned Treasure and family members as they enter the room.
- Help to keep admission forms updated for each Treasure as they change and grow.
- Manage the area in a way that is a safe environment for the children.
- Be willing to help and seek the answers to questions not known.
- Support the leaders as children transition and activities are being taught.
- Report any concerns to the director.