



## **Policies & Procedures**

New this year on Wednesday nights at Christ Church is Discovery Zone! Here kids will worship through music & study, participate in outreach programs, and enjoy fellowship during monthly theme nights. To make this a fun and safe environment for all of our kids, we want to provide you with information about our activities and our procedures so that you feel good about the decision to entrust your children to our care and supervision. The following are our standard operating procedures you will encounter when participating in Discovery Zone!

### **Arrival and Departure**

We begin receiving children at 6:20. Children who attend the WOW dinner beforehand should be accompanied by a parent or guardian. It is requested that any child at the church before Discovery Zone! opens remain in the dining area under parental/guardian supervision until the children's activities commence. Children should not be in the Children's HUB or on the playground until Discovery Zone! opens. Once open, we ask the parent/guardian to sign in their child in the Children's HUB. We request that you pick up your children promptly after each program by coming to the Children's HUB and signing out your child.

### **Registration**

We ask that all parents complete a Family Registration Card. This information is useful to our staff as they learn how to best serve your child. As your child's needs change, we ask that you update this information.

### **Sign-In**

As you sign-in your child, please note any specific requests that you may have while your child is in our care. We strive to have consistent faces at the door so that children will feel safe and secure in our areas.

**Safety and Security**

If someone other than the parent will pick up the child, please notify the Children's Minister.

**Staffing**

It is our policy that childcare staff be over 18 years of age. Teenagers may occasionally assist in our ministry under the direct supervision of adults. It is our policy that we have at least two adults working in the children's area during any church function.

**Allergies**

To ensure the safety of your child, please inform the Children's Minister of any food allergies or diet restrictions your child might have.

**Permission Forms**

Throughout the year we will go off-campus for theme nights and/or outreach programs. Please complete a driving permission form so that your child may participate. Children will not be able to participate in these events unless a driving permission form has been completed.