



Redemption Hill Kids

Policy Overview

WELCOME

Parents,

We are thankful to get to serve you and your family at Redemption Hill Kids and are excited that you're here!

We take the safety and security of your children seriously. Along with sharing the good news of Jesus, the safety of your children is our top priority.

This brief guide is an overview of what you can expect from our teachers and staff when you drop off your child(ren) at Redemption Hill Kids.

If you ever have any questions or concerns, please feel free to contact me at ryan@redemptionhill.org.

Ryan Burns

Director of Redemption Hill Kids

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TEACHER GUIDELINES

Because we highly value the safety of our kids and teachers, the following guidelines apply to everyone teaching in a Redemption Hill Kids class.

- Everyone on the Redemption Hill Kids Team must pass a criminal background check.
- There must always be two background checked, Redemption Hill trained, teachers in every class at all times. Under no circumstances should a child or children be alone with just one teacher.
- All Teachers must be a part of Redemption Hill for at least 6 months and be members of the church, or in the process of becoming a member, and thus be in agreement with our statement of faith.
- All Teachers must attend our training class that covers all policies, procedures, and expectations. These policies are regularly reviewed with teachers during our pre-service teacher huddle each Sunday.

CHECK-IN & CHECK-OUT PROCEDURES

It is critical to the safety of your child that we only allow the appropriate person to take your child from our care. Therefore, the

following policies will be followed by our teachers to ensure the safe return of your children.

- Check-In opens 15 minutes before the service begins and closes 10 minutes after the service has begun.
- If there is a wait list for any class, parents will be notified of any available space after check-in closes.
- Upon arrival, you will check your child into Redemption Hill Kids. At that time you will be given a check-in card with your child's name and class.
- You will escort your child to his/her classroom and the teacher will check him/her into the class.
- To retrieve your child, you or the person picking up your child must present the check-in card to the teacher.
- If the check-in card is not presented, teachers cannot release your child.* The teacher will notify a Director of RH Kids or a Pastor/Elder who can release a child when the check-in card is missing.
- If the check-in card is missing and the person picking up your child is different than the one who dropped off the child, a Director or Pastor/Elder will contact the drop-off person to get permission to release the child.

*We understand it can be awkward when teachers won't release your child without you having a card. But, it is a critical component of our safety policy to ensure children are released into the care of the proper people. Your understanding is appreciated.

HEALTH GUIDELINES

Because we care about the health of our kids and teachers, children and teachers with the following symptoms should not attend class.

- Elevated temperature (anything over 99 in the last 24 hours)
- Nausea, vomiting, or diarrhea in the last 24 hours
- Sore throat
- Productive (wet) cough or croupy (barking) cough
- Rashes or open skin lesions
- Skin infections (boils, ringworm, etc)
- Eye infection or drainage
- Any communicable disease or infestation (such as lice)
- Looks or acts unusually tired, pale, irritable, or restless

DIAPER PROCEDURES

Because we desire to serve our families and keep our kids safe, the following policies will be followed by our teachers at all times.

- Only female teachers may change diapers.
- Diaper changes will be performed at a changing station in a classroom.
- When changing diapers, the teacher will wear gloves and ensure the changing area is clean and sanitary prior to the changing.

- The teacher will use supplies provided by the parents. If none are available, she will use the Redemption Hill supplies.
- Teachers will sanitize the changing area after each diaper change.

BATHROOM PROCEDURES

- Only female teachers may assist with a child needing to go to the bathroom.
- Female teachers may only assist preschoolers in the bathroom. If your elementary-age child needs assistance, please notify your child's teachers and they will alert you if your child needs to use the bathroom.
- We are only able to take children to the bathroom when they tell us they need to go.
- The teacher will check the bathroom to make sure it's empty and stand by the door to ensure the safety of your child.
- If a child needs any assistance, a female teacher must prop the bathroom door open before stepping in to assist and step out of the bathroom as soon as she is done helping with any particular need.
- Female teachers can help preschoolers in the bathroom in the following ways:
 - Undo clothing for the child
 - Lift child up onto the toilet
 - Help with wiping needs
 - Fix/Fasten clothes after

- Wash hands

If you are uncomfortable with any of the above, please notify your child's teacher and they will alert you if your child needs to use the bathroom.

DISCIPLINE POLICY

Our two primary goals in Redemption Hill Kids are to share the good news of Jesus with kids and to create a safe and secure environment for our kids and teachers. These two goals guide us when discipline is appropriate. When a child's behavior presents a danger to him/herself or others, or when it distracts others from hearing the good news of Jesus, discipline will be handled as follows.

First incident: The teacher will explain to the child the behavior that was inappropriate, why it was inappropriate, and how he or she should behave.

Example: Billy, we don't throw blocks because it could hit someone on the head and really hurt them. Please don't throw any more blocks, ok?

Second incident: The teacher will explain to the child the inappropriate behavior, why it was inappropriate, and the potential consequence should it happen again (time out).

Example: Billy, we don't throw blocks because it could hit someone on the head and really hurt them. If you throw the block again, you'll need to have a brief time out.

Third incident: The teacher will explain to the child the behavior that was inappropriate, why it was inappropriate, and go with the child to

an area for time out.

Example: Billy, we don't throw blocks because it could hit someone and hurt them. I asked you not to do that two times, so now you and I need to have a brief time out.

Time Out Explained - In time out, a teacher will go with the child to a space away from the group. The teacher will remain with the child, attempting to both instruct and console the child. The time out period is around a minute or two. During the time out the teacher will explain why the child is in time out, pray with the child, and encourage (though not require) reconciliation.

Example: Billy, I'm so sorry we have to be in time out for a minute but we want everyone to be safe and throwing blocks can really hurt someone. That last block hit Eric. I really want you to stay in class and have lots of fun today. I'm going to pray for God to help you, ok? (brief prayer). Would you like to pray, Billy? Ok, let's get back to class. Would you like to apologize to Eric for hitting him with the block?

Fourth Incident: If the child continues to have difficulty in class, we will call the parents and have him/her leave the class for the morning, encouraging him/her that we can't wait to see him/her next week.

EMERGENCY PROTOCOLS

Medical Emergency

- Teachers are instructed to call 911 if they ever believe it to be needed and call parents.

- If the medical situation is not life-threatening, the teachers will contact the parents while utilizing the in-room first aid kit as needed.
- Any on-site medical professionals will be asked to assist as needed.

Fire/Bomb

- Teachers will escort the children out of the building and across the street.
- Do not attempt to get your children until the class has assembled outside the building.
- Normal check-out procedures will be followed to the best of our ability in order to ensure the safe accounting for and return of the children.

Inclement Weather

- We will monitor the weather service, should it be necessary.
- If a seek shelter warning is issued, we will escort the children to the event hall.
- Normal check-out procedures will be followed to the best of our ability in order to ensure the safe accounting for and return of the children.

Violent Threat

- Teachers will lock classroom doors, turn off lights, and move all children away from the view of the door.
- Teachers will only unlock and open the door for a uniformed police officer.

FOOD AND DRINK POLICY

- Children will be offered a snack during their class. It is *Snyder's Gluten Free Mini Pretzels* which contain no gluten, soy, dairy, casein, or eggs.
- No outside snacks are allowed in the classroom.

SUSPICION OF ABUSE OR NEGLECT PROTOCOLS

Redemption Hill takes the safety and security of our kids and teachers very seriously. If at any time it is suspected a child may be being abused, a report should be made to a Director of RH Kids and/or a Pastor/Elder immediately. The Directors and/or Pastors/Elders will follow our reporting protocol which can include reporting to the Richmond division of Child Protective Services. A full version of our reporting protocols is available upon request.

Revised May 21, 2021 - Removed COVID-19 Policies.