



# Village Church Guidelines Sunday Morning

From The Children's Ministry Committee - 2011

**STATEMENT OF PURPOSE:** Sunday Morning Church School Classes, Child Care, and Morning Stars are designed to provide for the Christian nurture of the children of the church, and to provide opportunities for parents to attend classes and worship here at Village Church.

## Registration:

- Parents/guardians should complete a church school purple registration card that gives us your child's name, birthday, contact information, any special medical or learning needs, and if there are custodial concerns. Note: Morning Stars has a different registration process (see brochures).
- Children's Ministry creates a clipboard with sign-in information from these purple registrations. If you are new, complete the form (give it to attendant) and sign-in at the bottom of the clipboard of typed entries.

## Check-in and Pick-up:

- In order to be both welcoming and safe, we will use a central hosted check-in on the first floor for all preschool church school children.
- Elementary children sign-in at their assigned gathering rooms.
- Nursery and toddler check-ins will remain in rooms 114 (nursery) and room 111 (toddlers) because these parents/guardians hand the children to the attendants along with accompanying diaper bags.
- Sign-in on the alphabetical listing, make your child(ren)'s nametag(s) in the appropriate class colors, insert your child(ren)'s nametag(s) into a plastic sleeve (with a green ribbon if they will transition to Morning Stars, without a green ribbon if you will pick them up following church school), and tear off the accompanying numbered ticket to take with you and bring back when you reclaim your child.
- Make sure to give your location in the building (church school class, sanctuary and approximate seating location), and an emergency cell phone number on the sign-in clipboard.
- It is the parent/guardian responsibility to deliver their child(ren) to the classroom with an appropriate nametag. At pick-up, you will give the tear-off number to your teacher to match with your child's number.
- Children will be accepted 10 minutes before programming is scheduled to begin, no sooner.

## Health and Safety:

- Village Church Child Protection Policy states a two adult rule for adult supervision in each classroom, regardless of how few children are in attendance.
- Dutch doors or doors with glass provide full view of classroom activities.
- It is the responsibility of the parent/guardian to inform us of any allergies, special needs, or custodian concerns for your children. This information should be conveyed on the registration form.
- In an effort to control the spread of illness, children exhibiting any signs of illness cannot be admitted into the nursery or classrooms. Please do not bring your child if they have had a fever in the last 24 hours, vomited in the last 24 hours, diarrhea, contagious skin rash, or discharge from the eye.
- Sunday Morning Supervisory Staff includes our Sunday Morning Volunteer Coordinator Carol Webb, Resource Room Aides Clay Cook and Michael Steinbacher, and Director of Children's Ministry Ruth Davidson. Ruth's cell phone number is 913.302.2503.
- If for any reason a parent/guardian needs to leave the building, we request they leave the name of a contact person who is in the building and will be responsible for their child; and we also request that an emergency authorization and release form be signed and left with the Attendant.