



C7 KIDS

POLICIES



WHERE YOUNG HEARTS
LEARN TO LOVE JESUS

C7CHURCH.COM/KIDS

Welcome to C7 Kids!

We are thrilled to have you and your child as part of our vibrant community.

At C7 Kids, we strive to create a safe and enriching environment where young hearts can learn to love Jesus, embrace His teachings, and live out their faith in joyful and fun ways.

This document outlines our policies and procedures, ensuring that every child and family has a positive and secure experience. Please take a moment to read through these guidelines. They are designed to maintain a smooth and enjoyable programme for all.

We appreciate your cooperation and support in helping us provide the best possible experience for your child. If you have any questions or need further information, our team is always here to help.

Thank you, and God bless!

C7 Kids Team

1. Check out/Check in Times

Objective: To give the Kids Team time to prepare for the program and debrief/reset ready for the next service.

Check-In Times:

- 10: 40 am for the 11 am service.
- 5:40 pm for the 6 pm service.

Check-Out Times:

- 12:45 pm for the 11 am service.
- 7:45 pm for the 6 pm service.

Service Running Over:

Sometimes, the church service might go past the usual check-out times. When this happens, C7 Kids will stay open until the service ends. As soon as the service finishes, we ask that parents/guardians come and collect their child.

1.2 Nominated Person for Collection

Objective: To give parents/guardians another option for collecting their child whilst ensuring the safety and security of all children.

Policy:

1. Nominated Person for Collection:

- Parents can assign another nominated person to pick up their child after the service.
- At check-in, the team will ask for the details of the nominated person.
- Parents will receive a collection slip that is required to be given to the Room Leader when collecting the child.
- The parent can hand this slip to the nominated person, enabling them to collect the child on their behalf.

2. Safety Measures:

- No child will be allowed into a person's care without the collection slip.
- This ensures that all children are safely and securely handed over to the correct person.

1.3 Late Check-Out Procedure:

In the event a parent/guardian does not check out their child on time, the Team will bring the child to the parents and gently remind them that kids' pick-up times are at the above times.

2. Contacting Parents

Objective: To ensure that we can always reach a parent/guardian in the event of an emergency or when a child needs immediate attention.

Policy:

Phone on Vibrate: At check-in, our team will remind parents/guardians to keep their mobile phones on vibrate so they can be reached if needed.

Second Contact: Parents/Guardian can nominate a second contact in case we cannot reach them. If both the parent and the nominated contact cannot be reached, we will discuss it with the parent to find solution.

3. Dealing with Challenging/Disruptive Behaviour

Objective: To ensure the smooth running of the program by minimising disruptions and increasing the learning and enjoyment of all children.

Quiet Area Policy: Some children may find it difficult to settle and engage in the program, which can sometimes lead to challenging or disruptive behaviour. If this occurs, our Team will seat the child in a quiet area of the room where they will watch biblical content related to the service.

If a parent does not want this, they can inform the Kids Team Leader, and our team will contact the parent to remove the child from the Kids' Service.

The parent can bring the child back if they are settled.

If the child needs to be removed twice during the same session, they are not permitted to return to that session.

4. Parents Asking Kids Team Members to Watch Their Kids

Policy:

Sundays: When a member of Kids Team is not serving on a Sunday, we ask parents not to ask Kids Team members to look after their kids. We want team members to be able to be free to enjoy their Sunday.

Request by Kids Team Member: If a Kids Team member wants to look after a child on their non-serving Sunday, we ask that this is agreed beforehand with the Kids Team Leader.

Mid-Week/Saturdays: Parents can ask Kids Team members to watch their kids. It's up to the team member to decide if and how they do this.

5. Joining Pre-school

Objective: To ensure the health and safety of every child while maintaining our team's capacity to provide adequate care and supervision.

Policy:

Age and Walking Requirement: A child is required to be at least one year old and walking steadily before joining preschool.

Verification: Our team needs to witness the child walking steadily before they can join.

6. Allergy Policy

Objective: To ensure the health and safety of all children by being aware of any allergies and managing snack time responsibly.

Policy:

Inform Us: Parents are required to inform us if their child has any allergies.

7. Snack Policy

Objective: To ensure the safety and comfort of all children by obtaining parental consent before providing snacks.

Snack Time: Children will be given snacks during Preschool. If parents have any concerns about the snacks provided, they are welcome to provide their own snack for their child.

Policy:

Snack Check:

- **Snack Confirmation:**
 - If snacks are to be given in a session, the team will inform parents/guardians about the snack being provided.
 - The team member will ask: "Today the snack is [insert snack]. Are you happy for us to give that to [Child's Name]?"
- **Parental Consent:**
 - If the parent/guardian agrees, the child will receive the snack as planned.
 - If the parent/guardian declines, the team member will mark the child's sticker with a coloured circle to indicate that the child should not be given the snack.
- **Snack Alternative:**
 - If parents have any concerns about the snacks provided, they are welcome to provide their own snack for their child.

8. Toileting Policy

Objective: To ensure the health, safety, and dignity of all children during toileting, while also protecting our team members.

Preschool:

1. Toilet Training:

- Parents are encouraged to take their child to the toilet before signing them in.
- If a child needs to use the toilet during the service, we will immediately contact the parent to come and assist.
- Our team members do not take children to the toilet for toilet training, even though they have PVG checks.

8. Toileting Policy (cont)

2. Toileting Accidents:

- If a child has a toileting accident, we will contact the parent immediately to inform them that their child needs to be changed.
- Parents are asked to keep their phone on vibrate during the service to ensure we can reach them if needed.

Primary:

1. Toilet Supervision:

- A team member will check the toilets to ensure they are empty before allowing the child to go in.
- The team member will wait outside the toilets in the corridor while the child is inside.
- This procedure is to protect the safety of the child and the team member.

9. Settling a New Child Policy

Objective: To ensure a smooth and comfortable transition for new children entering the playroom, helping them feel safe and welcome.

Policy:

1. Initial Settling:

- Parents are encouraged to enter the room with their child initially.
- This allows parents to observe how their child interacts with other children, participates in activities, and meets team members.
- Once the parent feels comfortable that their child is settling in, they can leave their child in our care.
- Parents should keep their phone on vibrate during the service in case their child becomes upset.
- The parent and team will agree beforehand on how long the team should try to settle the child before contacting the parent (usually 5-10 minutes).

9. Settling a New Child Policy (cont.)

2. Unsettled Child:

- A settled child is defined as one who is playing and participating in programme without crying/being disruptive.
- If a child starts crying/being disruptive but settles once distracted, the team will only contact the parent if this happens a third time.
- The team will explain the situation to the parent and ask for their preferred course of action.
- Parents are welcome to be in the Kids Room and join in the activities until their child is settled again.
- Once settled, parents may decide to return to the service or remain with their child.