

SAFETY PROCEDURES

For Babies and Toddlers:

- Please make sure all outlets are covered. If needing a replacement if one is missing, there will be extra outlet covers located in first aid kit in room.
- A list of text numbers of parents will be provided. Please spend time entering them in ahead of time. As new children start Tree House, keep abreast of new text numbers.
- We are a non-diapering ministry. Please contact parents via text if needing a diaper to be changed.
- Please remind parents to keep phones on vibrate in case of a need for their little one.
- Please be aware of babies ability to sip water from sippy cups and eating little snacks such as Cheerios. Do not offer snacks unless parents have given permission and have assured you that their child is able to eat them.
- Check toys in the room and make sure that there are not any that pose a choking hazard (no small parts that can come off easily such as Hot Wheels car tires, marbles, Polly Pocket type toys that are miniature, etc.) Please give these toys to coordinator.
- Please vacuum room if crumbs or debris are found on the rug before class time or after.

For all children ages 3 and above:

- Have children to use restroom one at a time as needed. Inform parents if a child needs assistance with wiping and/or clothing. A list of text numbers of parents will be provided for volunteers.
- Always maintain two volunteers with your class at all times.
- Please practice appropriate forms of affection and touch. Inappropriate: full frontal hugs, lap sitting for older children, cuddling, allowing children to hold onto your legs, touch of any area that would be covered by a swimsuit. Please refrain from “piggy back” rides on backs or “horsey” rides on legs. Appropriate: high fives, fist bumps, hand shakes, pats on the shoulder/arm, side hugs. Always be sensitive and adjust to a child’s comfort level with proximity, words, and touch.
- If a child is inconsolable (crying for 15 minutes after many attempts to comfort), contact parent. Children may be consoled and reassured by parents. Parents are welcome to help their child to become more comfortable by sitting with them for a short while. As soon as a child has become absorbed with play, the parent may leave. This may take several attempts spanning several weeks. Please be patient and assure parents that it is normal and just takes a little time.
- Please use universal precautions when exposed to body fluids. A first aid kit will be placed in each classroom that will contain gloves, band aids, antibacterial cream, tweezers, etc. Let coordinator know if out of any supplies via text.
- If planning to use the outdoor playground equipment, exploring, or playing outside games as a part of the lesson or playtime, please notify coordinator at least a day ahead of time and text (636) 346-7761 when outside. For special needs of children that require extra supervision, the assistant will be assigned to stay with a student and that student will be kept under constant supervision for the duration of the time outdoors. **KEEP COUNT OF KIDS AND CLIP BOARD OF KIDS WHENEVER OUT OF THE BUILDING.**

HEALTH PROCEDURES

When dealing with the health and safety of multiple children, it is necessary to stay alert. As children enter Treehouse, staff/leaders should not admit any child with any of the following:

- Rashes
- Flushed faces indicating any elevated temperatures (Above 99.6)
- Diarrhea
- Persistent cough
- Bumps
- Discolored nasal discharge
- Burns
- Lice
- Sore throat
- Vomiting
- Goopy eyes
- Malaise

In addition, a child must be fever-free and have stopped diarrhea and vomiting for 24 hours before returning to Treehouse. A child must be lice/nit free for 48 hours.

Abuse - If at any time you suspect a child may be being physically or sexually abused, speak to the Treehouse Ministry coordinator immediately. The Discipleship Pastor will then handle the situation and any interaction with the parents according to the policy laid out by the Immanuel Fellowship Church on abuse.

SECURITY PROCEDURES

Only the following people should be allowed to enter the kids area unescorted:

- People with security stickers picking up or dropping off kids at nursery entrance
- Tree House volunteers
- If someone lost their security sticker, they should be asked to present a photo ID if not familiar to coordinator or other volunteer assigned to helping at the door and should be escorted into and out of Treehouse if needing to retrieve a baby in the nursery.
- A walkie talkie will be assigned to one volunteer each week enabling more than one form of communication in case of an intruder or other emergency.

CHECK-IN/CHECK-OUT PROCEDURES

Check-in is one of the first impressions that members and visitors receive at Red Tree. We desire for families to be welcomed in a friendly and safe atmosphere, while experiencing as simple a process as possible.

- Children must have a Tree House check-in generated tag that has a matching number to parent and should wear that tag at all times.
- Under no circumstances should staff/leaders release a child to anyone other than the person who placed them in Treehouse Kids unless the parent/caregiver has notified you of a change that has been cleared through coordinator.
- All doors will be locked at the back of the building, side, and entrance to Tree House. Please double check coordinator or whoever is assuming this responsibility.

If iPad or printer is out of order, please use sticker tags designed for first time visitors located in first tote on the bottom left. Give parents matching number sticker tags.

EMERGENCY PROCEDURES

In Case of Emergency

Our address:

82 Henry Avenue
Ellisville, MO 63011

In an emergency, dial 911!

Poison Control:

1-800-222-1222

St. Louis County Non-Emergency Police:

636-529-8210

Fire Protection:

Metro West Fire Protection District Station 4
636-458-2100

Immanuel Fellowship Church:

Krisi Maichel (636) 346-7761
Craig McAlevey (636) 651-7717

Fire

- For small fire have designated person (leader/assistant) use extinguisher. There is one located to the inside right of the entrance to Tree House and one in the kitchen by the refrigerator
- Smoke detectors are located throughout the building and are regularly inspected.
- Immediately evacuate the building utilizing the nearest exit located on the side of the building or in the rear.
- Proceed to the designated assembly point area (back grassy area past parking lot)
- Call 911
- Remain at the assembly point until given the "All Clear" by designated personnel.

Tornado

- Proceed to the lowest, most interior space that is accessible within the building. The greeting/entrance area outside of Tree House is best.
- Stay away from exterior walls and windows.
- Put as many walls between you and the outside as possible.

Earthquake

- DROP - Get down on the floor.
- COVER - Get under a desk, table or other sturdy object.
- HOLD ON until the shaking stops.
- Remain in the building unless it is unsafe.
- If you must evacuate, go to the designated emergency assembly point (back grassy area past parking lot)

Intruder

At the start of Tree House, all entrances are locked (back door, kitchen door, side door, and front door). The accordion wall is pulled completely across the room. A walkie talkie is given to a designated person for the duration of the class. If in the event of an intruder making it into Tree House, PRAY, direct children away from sight of classroom doors, use walkie talkie to let safety team know, use phones to text Lucas Montaigne (636-579-1650), and call 911.

PLEASE NOTE THAT IN ANY EVENT WHERE YOU ARE TO MEET IN THE EMERGENCY ASSEMBLY POINT, MAKE SURE YOU BRING CLIP BOARD WITH ALL NAMES LISTED IN CLASS. ALWAYS MAKE NOTE AT THE BEGINNING OF CLASS OF ANY NEW CHILDREN ON THE BOTTOM OF THE SHEET. WHEN ASSEMBLED, MAKE SURE ALL STUDENTS ARE ACCOUNTED FOR AND KEEP THEM NEAR YOU UNTIL PARENT OR CAREGIVER RETRIEVES THEM FROM COORDINATOR.

DISCIPLINE PROCEDURES

Children visit us for a while to have gospel seeds planted, to learn new truths and/or to have truths that are being taught at home reinforced. The root word of discipline is discipulus, meaning "pupil". When there are areas needing training within a child's heart and outward behavior, use language that supports parents and educates in the ways of Christ. Examples:

"Jesus wants us to be kind to one another."

"We use gentle hands/kind words with our friends."

"Jesus wants us to share. Let's take turns."

"I can see you're upset. Let's take some time to calm down. May I help?"

We endeavor to make the way of obedience desirable and a blessing. Warm smiles, pats on the back, fist bumps, hugs and high fives are great. Use verbal praise, such as:

“Wonderful! You were so kind to share with _____” “I appreciate your help in cleaning up the toys. You are a good helper!”

“Wow! You forgave him. That is treating him like Jesus!”, etc.

SETTING BOUNDARIES/STATING EXPECTATIONS/CONSEQUENCES

STEP 1 - State expectations in a positive manner. Please do not use “would you like to...”, “do you feel like”, “would you...” “could you...” when there is not a choice. Examples:

“Line up.”

“It is time/my turn to tell you a Bible story and your turn/time to listen. Put some glue on your bottom, zip your lips, and put on your listening ears. (with kind tone while pantomiming actions)”

“Clean up the toys.”

“Control your sillies. It is time to _____. We will have play time after _____.”

If not obeyed

STEP 2 -

By individual:

State request again, with consequences explained of notifying parents.

“If you continue to... talk while I am talking, say/do silly things instead of _____, not control yourself and be calm, etc., I will contact _____ who will have your mom or dad come here to talk to you.

By class:

Prayerfully, state request again, with consequences explained that we will have to practice obedience until we obey well. Obedience brings the blessing of a happy heart.

If not obeyed

By individual:

STEP 3 - Volunteer texts coordinator. Coordinator contacts parent or caregiver and explains disobedience. Parents may talk with child outside of classroom. Parents are encouraged to

discuss heart attitudes, consequences because of disobedience, and the blessings of obedience.

The child is welcomed back in the classroom. If these steps are gone through a second time,

the child will be welcomed back the next Sunday.

By most of class:

STEP 3 - Children practice right behavior by hearing expectations again and practicing obedience again. If one child seems to be spurring on the group to disobey, talk privately to the individual child and with expectations and consequences explained. Follow the procedure for an individual child if child does not obey a second time of contacting the coordinator.

AGGRESSIVE behavior such as hitting, biting, scratching or throwing an object at another child will not be given a second chance within a Sunday. Child will be removed from the classroom by contacting the coordinator and his or her parent will retrieve him or her. **IT IS IMPORTANT TO DISCIPLINE CALMLY IN THE SPIRIT, LOVINGLY GUIDING, AND IN PRAYER. ALL CHILDREN ARE WELCOME BACK WITH OPEN ARMS THE NEXT SUNDAY.**