

# AEEC Children's Ministry Safety and Security Protocols

## Check-in Procedures

- Upon arrival, each child must check-in at the reception desk by the AEEC building's main entrance, where a name tag will be provided.
- Every child must always place the name tag sticker in a clearly visible spot on their clothing during their stay at AEEC.
- The parent(s) or designated guardians must escort the child to the classroom according to their age group.
- The parent(s) or designated guardians must never leave a child alone in a classroom. Children should always be in the presence of the adult assigned to oversee the class on that day.
- The parent(s) or designated guardians must remain on the church premises while their child is checked in at AEEC.

## Check-out Procedures

- The parent(s) or designated guardian(s) must come and pick-up the child once the adult church service ends.
- Children will not be allowed to leave the class unless their parent or designated guardian picks them up. Therefore, it is of utmost importance that parents or designated guardians come and pick up the child promptly after the adult service ends.

## General Health, Safety and Security Practices

- The parent(s) or designated guardian(s) are asked not to bring their child to the classroom if the child shows signs of sickness including but not limited to fever, vomiting, diarrhea, or any infectious disease.
- Children under 2<sup>nd</sup> grade level must be escorted by the teaching assistant to the restroom.
- Children are not allowed to roam the hallways on their own under any circumstances.
- The parent(s) or designated guardian(s) must ensure that the child does not bring toys or electronic devices to the church.
- Allergen-free snacks and water are provided to the children during the Sunday School session. The parent(s) or designated guardian(s) must ensure that children do not bring in foods that are high risk foods for allergies such as peanuts or peanut-based food products. The parent(s) or designated guardian(s) must also inform the class teacher and/or the teaching assistant during check-in if the child has any allergies.
- The parent(s) or designated guardian(s) must always make themselves available during the entirety of their stay at the church in case of emergency.