



renovation kids



renovation kids

Philosophy and Procedures for Parents



Renovation Philosophy

Our Kids: Because we love kids, it is our intent to be proactive in taking every reasonable step to ensure the safety of each child.



Renovation Procedures

Arrival: Each kid up through 6th grade, should be checked in by a parent in the “renovation kids” building located between the worship center and the gymnasium.

Check in: Located at the entrance in the “renovation kids” welcome area are two self-serve kiosk stations (look for the “Check-In Here” signage). Whether the kid is a regular attendee or a first time visitor the check in system is designed to quick and simple.

- **Regular Attendees:** For kids who have previously attended Renovation, a parent enters the last 4 digits of their registered phone number on the iPad touch screens, then selects the kid(s) being checked in. Name tags will quickly print out and the kid(s) are ready to go to their assigned classrooms.
- **First Timers:** At our first time guest kiosk, we have someone ready to welcome and help guests get registered (Look for the smiling face with the renovation lanyard around their neck). We have a very simple registration card for parents to fill out that should take 2 minutes max. Once the information is entered into the system, the parent can go to the check in kiosk, enter the last 4 digits of their registered phone number and their child is checked in! This process is designed to make the check in process as quick and easy as possible and ensure the same level of security for all kids.



Renovation Procedures - continued

Name Tag Security Features: Each kid through 6th grade, should be checked in by a parent or guardian, no exceptions. Once they are checked in, name tags will print-one for the child, and the other for the parent/guardian as a receipt to be used for all their children at pickup. On each name tag will be a unique 3-digit code generated for that day. That 3-digit code is matched up at the time of pick up to ensure that the parent or guardian is the one picking up their child. We realize that many of the influencers know the parents, grandparents, etc; however, in order to stay consistent, all influencers will be required to match up the unique 3-digit codes prior to releasing the kid. Additionally, all parents or guardians must be on the approved pickup list for that individual kid.



Renovation Procedures - continued

Kid Drop-off: Each kid should be escorted to their drop off area by their parent or guardian. Their name tag will have their designated room number.

- ***Nursery through Sixth grade*** will be dropped off in their respective classrooms. These classrooms are located off the main breezeway. Look for the “renovation” door signs noting the names and numbers of the classrooms.

Kid Pickup:

- ***Nursery through Sixth grade*** will all be picked up in their respective classrooms. Please remember for pickup you **MUST** have your guardian receipt with matching 3-digit code and the adult picking up must be on the approved guardian list.
- Church services typically conclude by 11:30 am. Please pick up your kids no later than 11:45 am from their classrooms. In the event of a late pickup, proceed to the Tinker Town room where your kid will be located along with the “Kids leader”.



Renovation Procedures - continued

Parent/Guardian Notification:

- Should an influencer need to contact you during a service, it will be done via text message to the cell phone number listed on your registration card. If a parent is texted and does not arrive at the classroom within 5 –10 minutes, the last 4 digits of your cell phone number will flash on the screen in the worship center.



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Influencers

How to become an influencer

Influencer application

Testimony

Background Check

Weekly procedures

Other reports



Becoming a Renovation Kids Influencer

Spiritual Qualifications:

- Know Jesus as your personal Savior and live your daily life in a way that glorifies God.
- Have the conviction that God wants you to work with kids. It is important to serve God in this area because you believe it is His desire for you.
- Be faithful in attendance at church and supportive of church policies and the pastoral staff.
- Show concern for kids' spiritual, social, and emotional development.

Other Qualifications:

- Fill out an application to work inside renovation kids. (included)
- Submit to a background check
- Support the Mission, Vision, and values of renovation church.
- Attend training meetings which will be scheduled by the staff.
- Patience.

Age Requirements:

- For Nursery and Toddler rooms all influencers must be no less than 18 years of age.
- For all other rooms influencer assistants can serve as long as they are 14 years or older.



Children/Youth Work Application INFLUENCERS

Have you at any time ever:

- Been arrested for any reason? **Yes** **No**
- Been convicted of or pleaded no contest to any crime? **Yes** **No**
- Engaged in, been accused of, or convicted of any act of child molestation, exploitation, or abuse? **Yes** **No**
- Been the victim of any type of abuse? (You may choose not to answer and speak to a pastor privately in regard to this question.) **Yes** **No**

Are you aware of:

- Any traits or tendencies you have that could pose any threat to children, youth, or others? **Yes** **No**
- Any reason why you should not work with children, youth, or others? **Yes** **No**
- Anything else we should know about your background that could embarrass the church or otherwise disqualify you from the position for which you are applying? **Yes** **No**

If the answer to any of these questions is “yes,” please explain in detail:

(Please attach additional pages if more space is needed)

Printed name: _____

Signature: _____

Date: _____



Children/Youth Work Application TESTIMONY

WHAT ARE THE LAST TWO CHURCHES YOU HAVE ATTENDED?

Church name	Pastor's name	Years attended
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REFERENCES (Other than relatives)

Name/Relationship	Address	Phone or Email
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Describe your relationship with the Lord and give your personal testimony:

Printed name: _____

Signature: _____

Date: _____



Consent to Procurement of an Investigative Background Report

I understand that, as a condition of consideration for employment and/or influencer work with renovation church, or as a condition of continued employment and/or influencer work with renovation church, renovation church may obtain a background report that includes, but is not limited to; employment and education verification, social security number verification, criminal and civic court history, personal interviews, driving records, and any other public records or any other information bearing on my character, general reputation, personal characteristics, and trustworthiness.

I hereby authorize and consent to renovation church's procurement of such a report and acknowledge that such report may be prepared by a third party to be selected by renovation church. I understand that, pursuant to the federal Fair Credit Reporting Act, renovation church will provide me with a copy of any such report if the information contained in such report is, in any way, to be used in making an adverse decision regarding my fitness for employment or influencer work with renovation church. I further understand that such report will be made available to me prior to such decision being made, along with the source of the information contained in the report.

I agree to release from liability and damages renovation church and its agents who conduct and participate in any such review and those individuals, organizations, and their agents who provide information about me during this review, only to the extent that such information is released without malicious intent. I authorize all such persons to treat a photocopy of this Consent as though it were an original, executed consent. All materials pertaining to the background report shall be the property of renovation church.

I attest and affirm that all of the information I have provided is true, complete, and correct. I agree to abide by the policies and procedures of renovation church and to protect the health and safety of the children or youth at all times.

Printed name: _____

Social Security #: _____

Signature: _____

Date: _____



Influencer Procedures

Arrival:

- Every Sunday all kids influencers will meet at 9:30am (sharp!) for a group meeting in the breezeway of the renovation kids building.
- This meeting will last 5 minutes and the “Kids Leader” for that Sunday will make sure all areas of service are covered and go over any special events for that Sunday.
- Lanyards will be handed out by Director Sarah to each influencer so they can be easily identified by parents and fellow influencers. You will also receive your individual class room iPads that will be used for check in and check out
- We will also identify the person or person working that morning who are CPR and First Aid certified should there be an emergency.
- All Teachers should look for the basket in their classrooms with their room number on it. In the basket you will find the materials needed for the day.

Front Desk Leader:

- The Front Desk Leader will be stationed at the welcome counter (at the head of the long hallway) manning the MacBook entering First time Family information as well as assisting families with check in.
- The Front Desk leader will hang around the renovation kids building until the service concludes.



Influencer Procedures - continued

Classroom Teachers:

- ***Kid check in:*** As kids are dropped off please double check that they have been checked in using the iPad and have a name tag sticker on their back. Before entering the classroom, check the child into the room using iPad. Please do not allow for a child to enter the classroom without a guardian present.
- ***Kid pick up:*** When a parent or guardian arrives for pickup they **MUST** have a matching guardian name tag. When they present the guardian tag for pickup, please make sure that the unique three-digit code matches on both stickers. Once the guardian name tag has been shown, check out the child from the system and release the child to the guardian. Parents can keep their guardian name tag. There is no need for them to return the tag. *Please note that all parents or guardians wishing to pick up their kids must be listed as approved for pick up on the kid's registration card.
- ***Late Pick up:*** Parents are asked to pick up their kids no later than 11:45am. Should you have a kid not picked up by that time, text the parent (you will need to modify the text message) then take them to room 1 where the "Teacher" for that Sunday will wait with them.
- ***Lost name tag stickers:*** If a parent loses their name tag, please notify the Front Desk or Director Sarah for that Sunday. They will check the parent/guardian id and release the kid.
- ***Cleanup/Closing the room:*** Once all of your kids have been picked up, please put away all supplies, wipe down the tables and chairs with Clorox wipes, empty the trash, turn off the lights, and close the door. (refer to classroom cleanup procedures posted in each room)



Influencer Procedures - continued

Discipline:

- ***Disruptive behavior:*** Our priority is always to support a productive, safe, and positive environment for everyone. If you experience a child not following instructions or being continually disruptive, we support a 3 step process:
 - Step 1—Verbal warning to the child to cease their current behavior
 - Step 2—If the behavior continues the child can be placed in a “timeout”. This should be an area in the classroom separated from the rest of the class for 5 minutes.
 - Step 3—Contact Director Sarah who will determine if the child needs to be taken out of the class for the day and if the parents need to be paged. If paged, the parents should pick up their kids for that day.

Restroom Policy:

- ***Nursery through Kindergarten:*** These classrooms have restrooms located in the rooms themselves. Restroom doors need to be open while a child is using them. Only female influencers can assist the kid if assistance is required.
- ***First through Sixth grade:*** There are no kids restrooms located in this area. The restrooms to be used are located on the west end of the admin building. Kids should always go to the restroom in pairs and should be accompanied by a teacher who will remain outside of the restroom while the two kids are using it.



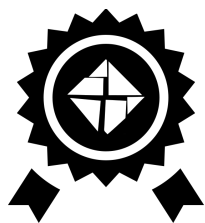
Influencer Procedures - continued

Emergency Procedures:

Although we do not anticipate an issue with strangers on the campus or emergency medical situation, we do still need to be prepared.

- ***Unsafe Strangers on Campus:*** If at any time a teacher identifies a person or persons on campus deemed to be a threat to our kids, they will close and lock down their classroom and the assistant teacher will immediately notify the “Front Desk” for that Sunday who will take appropriate action.
- ***Medical Emergency:*** Should an emergency occur where CPR or First Aid is needed, the influencer will immediately call for the front desk leader. He/she will then contact the person identified in the morning meeting as the CPR and First Aid certified helper, to come and aid with the care of the child.
- ***Basic Medical Issues:*** There is a first aid kit in every room that can be used if necessary for minor issues like needing a bandaid. Please first notify Director Sarah or the front desk helper who will contact the certified helper if any incidents require other treatment.
- ***Ouch Reports:*** For any and all incidents please make sure that you fill out an “ouch report”. These forms are in the room and should be signed by the Teacher as well as the parent upon pickup.

Closing up the classroom: Once you have released all of your kids to their parents or guardians, please close up your room following the procedures posted in the respective rooms. Also, return the iPad, sticker logs, ouch reports, extra lessons, and ID lanyards back to the black baskets in your classrooms.



Ouch!

REPORT

Kid's Name: _____

Date: _____

What Happened?

Date and time of day? _____

Where did it happen? _____

Other people involved? _____

Who saw what happened? _____

Briefly Describe the incident/injury

Briefly Describe the Treatment

Phone Calls Made?

- 911
- Medical Doctor or Clinic
- Parent or Emergency Contact (paged)
- No Phone Call Needed

Report Completed By:

Name: _____ Signature: _____

Parent Guardian:

Name: _____ Signature: _____



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Individual Classrooms

Toddlers - Tinker Town
Nursery - Misty Meadows



Toddler Room Procedures (Tinker Town)

The toddler room is a unique space that will have a few procedures that are different from the other classrooms.

- **Feedings/Food:** Due to the possibilities of allergies (some severe) there is absolutely no peanut based products allowed at renovation kids. Additionally for the toddlers:
 - **Parent Provided Food:** Snacks for kids are ok if provided by the guardians and noted on the individual kid's name tag for that day.
 - **Provided Snacks:** The only snacks provide by renovation will be peanut free and gluten free
 - **Allergies:** It is very important to check name tags for allergies and check with parents at drop off if there are any unique situations regarding food and/or allergies for the kids.
- **Diapers:** Many toddlers in this room will be potty trained, but not all are and there are situations where a diaper will need to be changed.
 - **Changes:** Only female influencers are allowed to change diapers. There should always be a teacher and a helper in the toddler room, and all diaper changes should have both teachers present in the room.
 - **Used Diapers:** Please place all soiled diapers into one of the blue disposable plastic bags and throw in the trash.



Toddler Room Procedures (Tinker Town) - continued

- **Clean Up/Departure:** It is very important to make sure we have the cleanest possible environment for our toddlers.
 - **Changing Station:** The changing pad is plastic and should be wiped down using the sterile solution after every use. Use a paper towel to remove excess moisture.
 - **Wipe Down:** Using the Clorox wipes, please wipe down the bathroom as well as all counter tops and tables making sure everything is cleaned.



Nursery Procedures (Misty Meadows)

The nursery is a unique space that will have a few procedures that are different from the other classrooms.

- **Special Instructions:** identify any special instructions for each kid on the whiteboard posted in the nursery.
- **Bottles/Feedings:** if a kid is in need of a bottle or a feeding please get specific instructions and make sure the time frame for the feeding is noted on the kid's name tag.
- **Food:** No food of any kind is allowed in the nursery except bottles and any peanut free snacks provided by the parents specifically for their kid only.
- **Diapers**
 - **Changes:** Only female influencers are allowed to change diapers. There should always be two influencers in the nursery, and all diaper changes should have both influencers present in the room.
 - **Used Diapers:** Please place all soiled diapers into one of the blue disposable plastic bags and throw in the trash.



Nursery Procedures (Misty Meadows) - continued

- **Clean Up/Departure:** It is very important to make sure we have the cleanest possible environment for our toddlers.
 - **Changing Station:** The changing pad is plastic and should be wiped down using the sterile solution after every use. Use a paper towel to remove excess moisture.
 - **Blankets/Burp Clothes/Etc:** Any items used each Sunday need to be accumulated together each week.
 - **Laundry:** All laundry should all be accumulated and given to the “Director” for that week who will be responsible for washing and returning all items the next week.
 - **Wipe Down:** Using the Clorox wipes, please wipe down the bathroom as well as all counter tops and tables making sure everything is cleaned.
 - **Toys:** Any Toys used that day, need to be laid out on the plastic cloth and sprayed with the designated sanitizing solution and left to air dry.