



basic training: session three the nuts and bolts of loving children

Our Responsibilities:

Reflections on 1 Thessalonians 2:17-3:2:

But, brothers, when we were torn away from you for a short time (in person, not in thought), out of our intense longing we made very effort to see you. For we wanted to come to you—certainly I, Paul, did, again and again—but Satan stopped us. For what is our hope, our joy, or the crown in which we will glory in the presence of our Lord Jesus when he comes? Is it not you? Indeed, you are our glory and joy. So when we could stand it no longer, we thought it best to be left by ourselves in Athens. We sent Timothy, who is our brother and God’s fellow-worker in spreading the gospel of Christ, to strengthen and encourage you in your faith.

Paul loves being with fellow Christians. He loves to minister to them, and he longs to be with them. If you look ahead to verse 13, you see that Paul was striving to see them presented “blameless and holy in the presence of God our Father” (3:13). Paul does everything that he can to be with Thessalonians and, when he can’t, he sends a trusted replacement.

“Will you hate to be apart from your kids—to miss Sunday school? Will you look forward every week to seeing the kids again in order to minister to them? Will you truly be concerned about them (3:5) and pray for them between seeing them (3:10)? If, despite your longings to be there, you can’t get to Sunday school, will you make sure you send a trusted replacement (3:2)?”
—Stephanie Carmichael, *Their God Is So Big*

Paul’s example is certainly a daunting one to follow. That sort of love and commitment only comes from God, and we will only be filled with this love if we ask for it in prayer (3:12). Moreover, we can only love the kids we serve in this way if we see them with heavenly eyes. The Thessalonians are Paul’s “glory and joy” because they will be like crowns for him in the presence of Christ (2:19-20).

As we begin this season of service, let’s ask God to fill us with love and joy in the service that he’s given us. May he help us to see the kids that we’re serving as our joy and crown. With these words in mind, let’s look at our job descriptions.

Responsibilities of the SojournKids Leadership Team:

- Pray for Sojourn's children and childcare servants.
- Staff and recruit for all childcare service positions.
- Set a clear direction and vision for the future of SojournKids.
- Equip all childcare servants to keep the Jesus first in their teaching by providing teachers with gospel-centered curriculum and training.
- Provide opportunities for teachers to develop their teaching skills through on the job training and mentoring relationships.
- Train all childcare servants to follow the SojournKids guidelines. Training teachers, volunteers and staff at church who work with and around children is an important responsibility.
- Supply our childcare servants with everything necessary for their ministry to children.
- Enforce Sojourn's policies for safety and security.
- Listen to the concerns and ideas of servants and parents as we work together to grow and improve SojournKids.

Responsibilities of the SojournKids Servant (Teachers and Helpers):

Specific responsibilities of classroom teachers are as follows:

- Pray for the SojournKids leadership, about your lesson, for the spiritual development of the kids in your class, and for your own spiritual growth.
- Read and study the Scripture passage that you will teach each week. As you prepare, think especially about how the weekly Scripture passage communicates the gospel.
- Grow in your knowledge of education and theology.
- Teach with excellence and always look for ways that you can improve.
- Provide feedback about the curriculum and your classroom experience to the SojournKids leadership.

Specific responsibilities of all classroom servants:

- Pray for the SojournKids leadership, about your lesson, for the spiritual development of the kids in your class, and for your own spiritual growth.
- As a matter of hospitality, arrive at least 30 minutes early.
 - Clean the glass window in your classroom
 - Clean the glass in your classroom door.
 - Mop up any dirty floors including hallways and stairwell.
 - Vacuum any carpets that have been left dirty from childcare during the week.
 - Dust the tops of cabinets in your classroom.
- Greet each child and family as they arrive.
- Servants in the nursery should check diapers regularly and change them as needed. Every diaper should be checked. Diapers should be changed as a first response to a fussing child.
- Remain until parents pick up all children or until the servants for the next service arrive.
- Leave the classroom better than you find it.

- Clean up all messes. Put toys away where you found them. Return unused resources to the storage room or closet.
- Sanitize toys, tables, chairs, the diaper changing area, etc.
- Sweep, mop, and vacuum the classroom before you leave.
- Take out the trash, and reline the trashcan after each service.
- If you are serving the last service of the morning or evening, turn off the lights and close the door.
- Find substitutes to take your responsibilities when you must be away.
- Have fun, and share the love of Christ.

Responsibilities of Parents:

Things we expect parents to bring:

- For children two years-old and younger:
 - Bring an adequate supply of disposable diapers and wipes.
 - Bring an extra change of clothes.
 - Bring only plastic bottles or cups for milk, juice or water.
 - Place your child's name on his/her diaper bag, and label all items brought with your child (bottles, pacifiers, etc.). Desk workers/parents can print labels for this purpose.
- For all preschool children:
 - Please label all your child's belongings (sweaters, jackets, etc.).
 - Dress your preschooler in comfortable, washable clothing. Remember, preschoolers are active learners and need to be free to participate in learning activities.

Things we expect parents to do:

- General
 - Parents are requested to use only disposable diapers while at the church.
 - If any child demonstrates unacceptable behavior while at SojournKids, the parent will be asked to remain with the child until this behavior ceases.
 - Parents should label all items (such as bottles, cups, diaper bags, wipe containers, clothing etc.) with their child's first and last name.
 - Parents should notify the Check-In Coordinator and individual teachers of any allergy or special circumstances their child might have.
 - Parents are strongly encouraged to keep immunizations up-to-date.
- Attendance
 - Regular attendance, positive conversations about church and patience will alleviate most separation anxiety problems. Parents will be notified after 20 minutes if their child remains inconsolable and unable to adjust.
 - SojournKids requests that parents take their children to the bathroom before dropping them off at class.

Safety And Security Procedures

Arrival & Departure:

Classrooms will open 15 minutes prior to regularly scheduled church activities and will close 15 minutes after the completion of church. Children should be picked up promptly after the service so they will not feel left behind. All parents will be paged at the end of the services.

SojournKIDS does have an “open policy” so that parents/guardians have access to their children at all times. Parents may check on their child, but should ask the attendant at the check-in desk for assistance. Parents are usually asked not to go into the rooms to check on their children as this may upset them (he/she may think it is time to go), and it may upset the other children. Parents should feel free to check on their children through the windows in the classroom doors.

Nursing mothers are always welcome and free to use a designated room for nursing.

Under no circumstances is a child to be left in a classroom or anywhere unattended. A parent must stay with the child until a teacher arrives.

Check-in Procedures:

- A classroom registration form will be completed for each child the first time that child attends SojournKids. This form is used to create an electronic file for the family and their children in SojournKids’ electronic check-in system.
- When a child is registered, the desk team member or service coordinator will ask for the family’s last name and about any allergies their child may have.
- Desk attendants at the Nursery desk should also ask whether there are any special feeding instructions for the child. Parents will be asked to put this information in writing for the Nursery servants.
- Each child will receive a security tag with their name, allergy alerts, and an alphanumeric code on it. Parents will also receive a sticker with that code. Parents should show these stickers to the desk team member in the nursery or teacher of their child’s class.
- Desk servants will also provide pagers for parents of all children age 2 and under. The pager will vibrate if/when a parent is needed.
- A member of the desk team in the nursery will escort the child to his or her classroom unless the child’s parent requests otherwise. For children age 2-10 the parents will check-in and pick-up/ drop-off their children on their own.
- Each class will take roll at the beginning of each service time. The roll should be completed as children enter the classroom. Please mark the alphanumeric code from the child’s check-in sticker on the roll sheet instead of a checkmark to ensure that the child has come through the check-in process.
- Parents must remain on the church premises while their child is in the nursery.

Check-out Procedures:

- All security tags have a security number on it, and each tag must match in order to pick up a child and his or her belongings.
- Parents must have their security tag. If someone else will be picking up their child, they must have the security tag and their name must have been given to the desk attendant or classroom teacher as an authorized pick-up person. The desk attendant or classroom teacher must match the alphanumeric code on the child's nametag to the sticker returned by the parent.
- In the event that a parent loses their security tag, they will be asked to show their driver's license, and the desk attendant or service coordinator will match this to the child using the computer system. The children's safety is our first priority, even if it requires extra time.

General Classroom Security:

- All SojournKids servants must be at least sixteen years of age, be members of Sojourn, have completed a thorough servant application, submitted to a criminal background/reference check, and have been asked to serve by a member of the SojournKids leadership team. Anyone convicted of child/sexual abuse or a related offense may not serve with SojournKids.
- All servants are required to go through training which covers our philosophy of ministry, policies and procedures, curriculum, and guide-lines for age-appropriate teaching.
- SojournKids servants, Sojourn staff members, and other ministry servants will wear lanyard or sticker nametags at all times. If you do not have a lanyard nametag, please wear check yourself into the "Children's Ministry" group and wear a sticker nametag.
- One adult should never be alone with a child or in a classroom.

Sickness Policy:

Parents are asked not to bring their child to a SojournKids program if one of the following conditions exists:

- Temperature of 100 degrees or higher in the last 24 hours
- Vomiting
- Diarrhea
- Severe Coughing
- Colored nasal drainage
- Pink eye
- Head lice
- Undiagnosed rash
- Open skin lesions
- Any infectious disease

If a child shows signs of sickness (including, but not limited to, all listed above, we reserve the right to ask the parent to remove him or her from the classroom.

We define an infectious disease as any disease that spreads from one person to another person. These may include, but are not limited to, HIV, tuberculosis, hepatitis, etc. We believe that God has called us to minister to all people and will, therefore, strive to provide a safe environment that is safe and accepting of everyone.

Parents are asked to contact a member of SojournKids leadership if their child contracts a communicable disease (such as chicken pox, head lice, fifth disease, etc.) after attending church.

Children who appear, or become, ill at church will be isolated from the other children, and the parent/guardian will be summoned immediately.

The medical condition of any child or SojournKids servant will be disclosed only to the extent necessary to minimize the health risk to the person and others. Sojourn's elders and the SojournKids leadership team will be provided with the appropriate information concerning any special precaution that may be necessary. SojournKids will not disclose the health status of any individual without the express written consent and permission of that individual, or in the case of a child, their parent or guardian. Parents of children involved in SojournKids activities will not be privy to any confidential medical information.

The SojournKids sickness policy exists for the protection of the children in our care. We regret that it sometimes means not admitting children that have been brought to our public gatherings.

Food Policies:

Feeding young children is a serious responsibility. Therefore, children should be fed before coming to church. Infants will be given formula, milk, juice or water when parents provide these items and written instructions. Time and circumstances may not allow for spoon-feeding. If there are any special feeding instructions for a child, please ask parents to put this information in writing. In the Nursery, a feeding instructions form will be provided.

A snack of water or juice and goldfish or animal crackers will be served to children two years old and up. If the lesson plans calls for any snacks or food tasting other than these, the classroom teacher will post an Allergy Alert at the check-in desk and classroom door to inform parents. ALLERGY ALERTS ARE VERY IMPORTANT FOR ALL CHILDREN.

Restroom and Diaper Policy:

- It is the policy of SojournKids that all diaper changes and all toilet assistance will be done in the presence of two adults. This often requires the help of a coordinator or desk team member. Please ask for help. Even older children who do not need toilet assistance should be taken to the restroom as a group, and two workers (male or female) should enter the restroom together with these children to provide the necessary supervision.
- To protect children and adults, male servants will not change diapers or provide toilet assistance to a child.
- The following guidelines for changing a diaper are designed to provide a more

sanitary method of handling human waste and to decrease the spread of many infectious organisms.

- Diapers are to be changed on a nonporous surface.
- Disposable gloves are to be worn by those changing a diaper.
- Children are to be securely placed on the changing table.
- After removing the diaper, the child's bottom and buttocks are to be thoroughly cleansed with moist disposable baby wipes (approved by the parents). Wipe the child from front to back to avoid urinary tract infections.
- The diaper and wipes are to be wrapped in the diapers own plastic lined waste container.
- After placing on a clean diaper and re-clothing the child, the changing surface should be cleaned thoroughly with disinfectant cleaner.
- Gloves are to be removed and disposed of, and both child and personnel should wash their hands as previously described.

Classroom Discipline:

Tips for Teachers:

- Be well prepared and organized. Be structured and well paced. Half of classroom management is knowing exactly what you are doing. If you are prepared and organized, children will not have the opportunity to get out of hand.
- Be consistent. Follow the model schedules provided in the education section of the manual. Follow them. Consistency will help children to feel safe and secure.
- Don't ask children to do activities that you are not prepared to do yourself.
- Praise children for good behavior ("Thank you, Ashley, for being kind to Jesse.")
- Give clear instructions, and repeat them. Model gentleness, and use a firm tone only when necessary.
- Use a signal to help children to be quiet. Be creative with your signal (e.g., flicker the lights; finger over lips; stand on one foot; etc.). Be consistent with your signal.
- Discuss obeying and being respectful with your class often, even with young toddlers.
- Watch your example. Children are great imitators.

*Standards of Behavior:*²¹

The effective spiritual formation of all our children requires a stable environment. The role of SojournKids is to support and supplement parental training by upholding high standards of behavior, respect and discipline. Some of the expectations we have for children include:

- Every child participates with a willing heart, eager to learn and obey. The attitude should be respectful to the authority.
- The child is to avoid being disruptive or a distraction to the mission and purpose of children's ministry.
- Disrespect (whether verbally, by gesture, in attitude, or by action) is unacceptable.

²¹ Adapted from Grace Community Church, Dallas, TX

- Misbehavior (including, but not limited to, persistent talking, distracting others, not following instructions, ignoring instructions or directions, or interacting inappropriately with others in the class) is unacceptable. We will be tolerant with younger children and toddlers, but even a young child cannot be permitted to bite, hit or harm other children. Older children may not participate in inappropriate hitting, grabbing or similar behavior generally referred to as “roughhousing.” They may not belittle, mock, laugh at, name call, or display any similar inappropriate behavior towards their classmates.

Disciplining Misbehavior:

When any of the above situations occur, the following course of action will be taken:

- First, the teacher or adult worker will clearly and gently identify and explain to the child the inappropriateness of his/her behavior, and offer instruction regarding the correct way to conduct him or herself. The child will then be allowed to return to the regular activity.
 - Walk to or stand by a child who is being disruptive.
 - Make eye contact with child. Get on their level. Know their name and speak their name as you speak to them about their unruly behavior.
 - With younger children, redirect the child to a new activity, giving the child a choice of two options: (“Billy, would you like to play with a truck or a ball?”)
- Use time-outs when necessary. (One minute per year of the child’s age. Make sure the child is away from other children and classroom activity.) This will sometimes require securing help from the coordinator on call.
 - Give one warning before implementing a time-out except in the case of hitting, kicking, biting, hair pulling, etc.
 - The purpose of a time-out is to stop negative behavior, talk about the offense, give correction and teach forgiveness.
 - Encourage repentance when necessary. Have the child ask for forgiveness (“Will you still be my friend even though I took your toy?”).
- Confidentially share the situation with the child’s parents when class is over. Make sure you honor the child and at the same time, encourage the parents. Allow the parent to address their child either in the classroom or in another suitable location.
- If the above steps do not correct the behavior, contact the coordinator, who will remove the parent from the service and ask page him or her to remove the child. If this happens, the parent must remain in the classroom when he or she next attends and until the unacceptable behavior ceases.
- Expect God to work on His timetable in the children’s lives (and yours).

Limitations:

No child at Sojourn will be subjected to corporal punishment (including, but not limited to, rough handling, ear pulling, shaking, slapping, hitting, and spanking); emotional abuse (including, but not limited to, name calling, shaming, threatening, humiliation, or yelling); or the use of physical restraint (unless restraint is necessary to protect others from harm). Do not touch a child for disciplinary purposes unless it is necessary to restrain the child to protect others. If a servant or staff is guilty or accused of inappropriate action toward a

child, he or she may be subject to discipline by the church and/or removal from the ministry. Furthermore, he or she may be subject to criminal and/or civil assault charges under the laws of the state of Kentucky.

Sanitation & Hygiene

The very nature of childhood behavior can create an environment that has the potential to spread infection. Common childhood diseases can be communicated by fecal-oral contamination, by contact with respiratory secretions, by person-to-person contact, or by contact with saliva, waste products and blood. Therefore, it is our commitment to try and maintain the safest, cleanest atmosphere possible to ensure the health and welfare of all children.

Universal Precautions:

- Disposable gloves are to be worn when contact with body fluids is anticipated. This includes blood, stool, urine, nasal discharge, eye secretions and vomit. They must be discarded after each use and are never to be washed and reused.
- A disinfectant spray will be used to sanitize areas that are routinely in contact with children, such as diaper changing stations, toys, cribs, mattresses, walkers, etc., after each service and during the session if needed. Objects to be disinfected include toys, teaching pictures, blocks, tables, chairs, cribs, shelves, walkers, swings, doorknobs and changing surfaces. These items should be disinfected after each session or, if appropriate, after each use by an individual child (such as a toy that has been mouthed by a child). Do as much disinfecting as possible (even after the 9:30 service)
- Hand-washing—Strict hand washing with soap and water is of utmost importance in preventing the spread of infection. Wash your own hands often, and encourage children to wash their hands as well.

When to wash hands:

- Upon arrival to the classroom.
- After removing disposable gloves used for any reason.
- After changing a diaper and removing disposable gloves.
- After assisting a child with toileting.
- After wiping a child's nose or mouth.
- Before and after attending to an injury.
- Whenever hands are visibly dirty or after cleaning a room, toys or bathroom.
- Before leaving the children's area.

How to wash your hands:

- Wet hands with warm running water.
- Apply a generous amount of antibacterial soap.
- Scrub hands vigorously for 10-15 seconds, front, back and between fingers (Sing the ABC song; preach the gospel to yourself).
- Rinse hands thoroughly under running water.
- Dry hands with disposable paper towels.
- Waterless hand sanitizers are not to replace washing hands with soap and water.

When to wash a child's hands:

- After toileting and diaper changes
- After inside and outside activities
- Before snacks and food-tasting experiences
- After blowing or wiping their nose or sneezing

Linens:

All linens, including blankets, sheets, bumper pads, towels, rags and smocks worn by personnel will be laundered after each individual use. They are not to be shared among different children during one session. Mattresses will be washed with disinfectant solution after each use. Please remove any unused linens from your classroom at the end of class time. Nursery desk workers should remove used linens from the nursing mothers area. Leave cribs unmade until the time for their use.

Physical, Emotional, & Sexual Abuse²²

Reporting:

In the case of suspected parental abuse, staff and servants will report concerns to the Director of SojournKids, Jared Kennedy, or the Pastor for Sojourn Home and Counseling, Robert Cheong. It is not the responsibility of the reporting person or the staff to substantiate any allegations or suspicions. Rather, we are responsible as a church to comply with the Child Abuse Prevention and Treatment Act (CAPTA) and cooperate fully with Child Protection Services and the law enforcement officials in our community. At all times in such a process confidentiality will be upheld.

Who is considered to be a "mandatory reporter" of child abuse and neglect?

- Any person who knows or has reasonable cause to believe that a child is neglected or abused shall immediately cause an oral or written report to be made (KRS 620.030, section 1-3).
- This includes but is not limited to teachers, school personnel, or child-caring personnel. This makes anyone working with children at Sojourn a mandatory reporter.
- If child abuse (physical, emotional, sexual, malnutrition) is suspected, notify Jared Kennedy, Director of SojournKids, or Robert Cheong, Pastor of Sojourn Home and Counseling immediately. **DO NOT DISCUSS WITH OTHER PARENTS OR CHILDCARE WORKERS.**

²² Compiled by Kim Rees, Family Consultant for Home of the Innocents

How do I know if something is reportable or not?

CAPTA (Child Abuse Prevention and Treatment Act) mandates "minimum definitions" for child abuse and sexual abuse.

Child abuse or neglect is any recent act or failure to act:

- Resulting in imminent risk of serious harm, death, serious physical or emotional harm, sexual abuse, or exploitation
- Of a child (usually a person under the age of 18, but a younger age may be specified in cases not involving sexual abuse)
- By a parent or caretaker who is responsible for the child's welfare

Sexual abuse is defined as

- Employment, use, persuasion, inducement, enticement, or coercion of any child to engage in, or assist any other person to engage in, any sexually explicit conduct or any simulation of such conduct for the purpose of producing any visual depiction of such conduct; or
- Rape, and in cases of caretaker or inter-familial relationships, statutory rape, molestation, prostitution, or other form of sexual exploitation of children, or incest with children.
- There are many signs of child abuse. Any one sign may not mean anything, but if there are a number of signs, or if they occur frequently, you may suspect maltreatment. Some signs are (The information that follows is from the Clearinghouse on Child Abuse and Neglect Information, Department of Health and Human Services, P.O. Box 1182, Washington D.C. 20013. Telephone: 301-251-5157):
 - Physical:
 - Unusual bruises, welts, burns, fractures or bite marks.
 - Frequent injuries, always explained as accidental.
 - Wears concealing clothes to hide injuries.
 - Child seems frightened.
 - Child seeks affection from any adult.
 - Unpleasant, hard to get along with, demanding, often does not obey.
 - Emotional:
 - Self-destructive, apathetic, depressed, withdrawn, passive.
 - Seems overly anxious when faced with new situations or people.
 - Disorganized, distrustful, or rigidly compulsive.
 - Takes on adult or parent roles and responsibilities.
 - Throws tantrums, seems impulsive, defiant, antisocial, aggressive.

- Fearful, hyper-alert, lack of creativity and exploration.
- Sexual:
 - Has torn, stained, or bloody underclothing.
 - Experiences pain or itching in genital areas.
 - Has venereal disease.
 - Appears withdrawn or engages in fantasy or baby-like behavior.
 - Has a poor relationship with other children.
 - Is unwilling to participate with other children.
 - States that he or she has been sexually assaulted.
 - Acts like an adult, not a child.

A more detailed list of definitions from the Child Welfare Information Gateway and Home of the Innocents Identification Criteria is available in the Sojourn office. If you suspect abuse or neglect, ask more specific questions to get information and talk with a SojournKids coordinator immediately.

Important to note...

- If a child is already with Home of the Innocents, talk with the staff member who brought that child in private about what the child shared. More than likely, it has already been reported and investigated but we cannot assume this.
- Over 80% of the time, the abuser is someone known to the victim, most abuse takes place within the context of an on-going relationship, the usual offender is between the ages of 20-30 years, 20% of sex offenders begin their activity before the age of 18, and finally, child abusers often are married and have children.
- If the child is disclosing that a parent is causing the harm, DO NOT talk with the parent about this. This is where much discernment needs to take place and the situation needs to be handled very carefully. Talking with the parent could lead to additional abuse, shaming, etc. Contact Child Care Director to discuss immediately.

Loving Children Who Have Been Abused or Neglected

What do I do if a child touches me inappropriately?

- Remain calm (Ask yourself if this was accidental or purposeful)
- Think about how you would respond before this occurs
- Redirect appropriately (i.e. Sarah, please keep your hands to yourself)
- Take aside at a good time and explain good touch/bad touch if given opportunity ("We do not touch areas covered by a swimming suit"). Take into account the age group you are working with (you should be able to talk about inappropriate touching with children age 3 and older).

- For abused children inappropriate touching may seem “normal.” Or, the behavior may be to gain attention or see how the adult will respond.
- Notify a SojournKids coordinator about purposeful and inappropriate touching.

How can I best minister to a child that has been abused or neglected?

You are an important part of the healing process to a child who may have been abused or neglected. It is imperative that you ...

- Pray for the children you are working with that they will be safe, secure, and loved.
- Speak to children with integrity. Children will often “feel safe” in a church setting and may open up to you because they think you are someone who they can trust. If a child says that they want to tell you something only if you promise not to tell anyone else, you can respond, “I want to hear what you have to say but I can’t promise that I can keep a secret.” This way, if they disclose any abuse or neglect you can report without betraying their trust.
- Remember that children don’t always tell the truth but it is our responsibility to listen and report what was stated. You may end up saving the life of a child!
- If any child has been abused and we DO know about it and action IS being taken, there are a few things to remember when working with this child (The information that follows was taken from Reducing the Risk of Child Sexual Abuse in your Church by Richard Hammer):
 - Have lots of patience and understanding.
 - Report to the parents/guardians each time the child brings up the assault.
 - Show lots of love and care for the child.

Special Needs for Children in Foster Care

When a child is in foster care their legal guardian is the CHFS (Cabinet for Health and Family Services) so often the biological family or the foster family does not have any decision making rights over the child if he or she is committed to a foster care facility. This includes visitation rights of biological family, who can have contact with the child, etc.

When a child is in foster care, there is often a need for added privacy. No photos should be taken of these children. Names not talked about outside of church. Moreover, staff and servants should not solicit information about whether foster parents plan to adopt, why the children are in care, or where their birth parents live.

Emergency Action Plan

- First Aid—Although we strive to maintain the safest environment possible, it is known that the nature of children’s activities occasionally leads to accidents. A first-aid kit equipped with disposable latex gloves, gauze pads, adhesive bandages, adhesive tape, scissors, syrup of ipecac, measuring spoons, a disposable mouth shield for use in CPR and ice packs will be kept stocked at the check-in desks at all times and will be accessible per the discretion of the SojournKids leadership team. Accident forms can be found in the door folder of each class and must be filled out when a servant administers care to a child. One copy is kept on file and the other is given to the parent when they pick up their child.

It is the policy of SojournKids to first notify the child’s parents in the event of a medical incident. In the event that the parents are not immediately available, childcare workers will administer appropriate treatment measures such as applying pressure or a bandage to a bleeding wound. No pharmacological treatment, oral or topical, will be administered. Life-threatening situations will, of course, be handled as emergencies with appropriate treatment measures being immediately instituted. 911 and parents will be notified immediately. Sojourn will not be responsible for any “Good Samaritan” assistance offered by any of its members.

- Fire—In the event of a fire, personnel have been trained to remain calm, count all children in room and lead the children out of the room in an organized, quick fashion. Children ages 0-23 months are evacuated to the East (smaller) parking lot. Children age 2-10 are evacuated to the West (larger) parking lot.

Specific Instructions for Teachers:

Nursery (Infants 0-24 months):

- Lead teacher will direct the evacuation of the infants.
- The lead teacher will check her role and count the number of infants before leaving the room. She will take a copy of the class role with her as she exits the building.
- The lead teacher will direct co-teachers and helpers to place 6 ~ 7 infants or 4 ~ 5 one year-olds in rolling cribs and take it to the steps at the side stairwell of the 930.
- Desk workers and members of the connect team will help carry the cribs down the short stairwell, and they will exit the building to the east parking lot. Fire escape plans have been posted in each classroom.
- The last co-teacher or helper will close the door behind her as they leave the classroom.
- The lead teacher will double-check the role, making sure he or she has all of the children listed on her role for that day.
- Parents will meet their infant at the designated location in the east (smaller) Sojourn parking lot (see the Fire Escape Plan).

Children (2-10 years old)

- The lead teacher will direct the evacuation of the children in their classroom.

- The lead teacher will check her role and count the number of infants before leaving the room. She will take a copy of the class role with her as she exits the building.
- The lead teacher will direct other teachers and helpers to get the children to exit the building. Jump ropes are provided in toddler classrooms to aid in keeping the children together.
- The last teacher or helper will close the door.
- The children will be led down the nearest available stairway, out the doors of the 930 and to the west parking lot. (The larger Sojourn parking lot). Fire escape plans have been posted in each classroom.

Desk Team/Floor Captain Responsibilities

- Who? One member of the second floor registration team and one member of the nursery desk team have been designated as floor captains.
- Duties
 - The SojournKids coordinator and the two floor captains will carry walkie-talkie radios on their person at all times when serving with SojournKids.
 - During the evacuation of the building, captains are responsible for double-checking each room to ensure that it is empty and for closing all classroom and stairwell doors as they exit the building.
 - After the evacuation, the floor captains will meet with the lead teacher of each class at their designated meeting points to ensure that all children have been accounted for.
 - Floor captains will communicate to the SojournKids coordinator via walkie-talkie that all children have been accounted for.
- Power Outage—Flashlights are readily available to all classrooms (in their storage closet). If a power outage were to occur, children will be entertained and kept secure until their parents arrive. Normal security procedures would be followed.
- Tornadoes, Storms, Severe Weather—Children will be calmly escorted to an enclosed part of the building, such as an inside hallway or the lowest section of the building. They will be taught how to sit with their back against the wall, knees tucked under their chins, arms wrapped around the knees, and heads bent down. All children will be accounted for and efforts will be made to calm and entertain the children. Drills for these situations will be done regularly to train the children in these situations.
- Earthquakes—Personnel have been taught to keep children away from heavy hanging objects, tall or heavy furniture, ruptured hot water heaters, gas lines, flammable liquids and electrical wires. Children will be gathered under a supported doorway or sturdy table and kept calm and secure.