

{sōma}church

Childcare Worker Handbook

Thank you for being part of our Soma Childcare team!

This manual is provided for you in order to communicate the vision, policies and procedures of Soma Childcare. In addition, it contains the guidelines necessary to allow an orderly and organized ministry.

Please read the entire manual and keep it handy as a reference guide. This is a working document which will change over time. We will hand out additions as policies are added or changed.

We thank the Lord for the awesome opportunity to bless these children, and we thank you for allowing Him to work through you. We pray the time, love and blessings you give these children will be multiplied beyond your expectations. You are a blessing.

Check-in Procedure

All children must be provided a name tag before entering a classroom. All children will check in at the SomaKids sign-in table. When checking in, a name tag and security tag will be printed. The name tag is to be placed on the child, with the parent/guardian keeping the security tag portion of the printout. The security tag contains an alphanumeric code which corresponds to the child's name tag.

If the check-in table is unavailable, a manual name tag can be used to check in the child. Manual name tags can be issued at the child's classroom.

The child's tag will contain the parent's phone number, any allergies or vital information.

Check out Procedure

Each childcare worker will be given an iPad or iPhone to use the Check-Ins App to check out all kids. If a security tag has been lost or misplaced the parent must show a driver's license and their name needs to be on the child's list of approved people who can check them out.

Wellness Policy for Children and Ministry Workers

Soma Church follows the American Academy of Pediatrics recommendation that a child or childcare worker should not attend church when the following symptoms exist:

- A fever of 100 degrees or higher
- Diarrhea or Vomiting, currently or within the last 24 hours—no matter what the cause is (medication, teething, etc.)
- Any symptom of childhood diseases such as Scarlet Fever, German Measles, Mumps, Chicken Pox or Whooping Cough

- Common cold
- Sore throat, constant cough or croup
- Colored mucus (runny nose that is not clear)
- Any unexplained rash
- Any skin infection: boils, ringworm, impetigo or any open sores that leak fluid/blood even if the condition is caused by eczema or other benign skin conditions
- Pinkeye or other eye infections/mucus or redness of the eye
- Lice, including the presence of eggs or nits
- Any communicable disease

These rules apply to all children and all Ministry Workers. If you have any of these symptoms or your children have any of these symptoms, do not come to work. If you suspect a child is sick during class, contact the Childcare Coordinator. The Coordinator will text or call the parent if needed. All Childcare Workers must have been free of symptoms without medication for 24 hours.

No Medication Policy

No medication may be administered by Soma Childcare Workers with the exception of an EpiPen® in the case of life-threatening reactions. We must have a Medical Release Form in our possession to administer the EpiPen®. All other medication, both oral and topical, such as teething gel, teething drops, eye drops, etc., must be given by the parent.

Childcare Workers are prohibited from opening or taking medication while in the classroom. In the event that the Ministry Worker is in need of medication, they must leave the classroom to administer it to themselves.

Hand Washing

When to Wash Your Hands:

- Before handling food or bottles
- After using the restroom
- After changing each child's diaper
- After assisting a child in the restroom
- After wiping a child's nose

Crying Threshold Policy

When a child is dropped off to class and is clearly having a hard time. You the worker are required to ask the parent/guardian what their crying threshold is. This means how long they are ok with them being upset till they want to be notified. Once a child has hit the point the parent wants to be notified then you text the Childcare Coordinator and she will talk with the parents.

Restroom and Diaper Changing Policy

1. Rules that Apply for All Ages:

- Only female adult workers may assist with potty breaks, no male or teen workers
- Let the child do as much as they can by themselves
- The stall door should be propped open if/when a child requires assistance.
- No worker or adult is allowed in the restroom stall with children while the door is closed for any reason.

2. K-4th Grade:

If children are in the Chapel:

- A child who needs to use the restroom must go by his/herself, but a Childcare Worker must stand at the door of the Chapel in order to keep an eye on the child to make sure he/she goes straight to the restroom and comes straight back to class.
- Only send one child at a time and wait till he/she returns before sending another.

If children are in the Lounge:

- If a child asks to use the restroom, the childcare worker must take the entire class to the lobby of the main building.
- The childcare worker and any children who do not need to use the restroom will stand in the lobby while the girls who need to go may use the Women's restroom and the boys who need to may use the Men's restroom.
- Please encourage all children to try to use the restroom at this time so you do not have to take multiple trips.
- The childcare worker must count all of the children before leaving the classroom and also count all the children in the lobby once they are all done using the restroom to make sure they are all there before returning together to the class.

3. Toddler and Preschool:

If Only One Childcare Worker is in the Room:

- If a child asks to use the restroom, the female adult childcare worker must take the entire class into the Women's restroom.
- The childcare worker must count all of the children before leaving the classroom and also count all the children again once they are done using the restroom to make sure they are all there and none are left in a stall, before returning together to the class.
- Please encourage all children to try to use the restroom at this time so you do not have to take multiple trips.
- Any children who do not need to use the restroom may sit in or stand near the chairs that are right inside the door to the restroom while the other children use the restroom.

- Please make sure all children who have used the restroom wash their hands before returning to class.

If More Than One Childcare Worker is in the Room:

- If a child asks to use the restroom, the adult female childcare worker may take that child to the Women's Restroom while the other childcare worker watches the rest of the children in the classroom. It is a good idea to ask at that time if other children need to use the restroom as well.
- Depending on the age and behavior of the children, it may be wise to only take two or three at a time so that you can help the child(ren) in the restroom if needed.

4. Mixed Ages

- If you have more than one age group in the same room, follow the instructions under the Toddler and Preschool Guidelines.

***No child of any age may be left in the classroom without a childcare worker present. If you are the only childcare worker in the room and you do not feel comfortable taking the entire class to the restroom for some reason, please contact the Childcare Coordinator so she can find someone to assist you.

Diaper Changing Policy

When changing a child's diaper, remember these points:

- Only female adult workers may change diapers
- Have all diaper changing items ready before bringing a child to the table. • Never, ever leave a child on the table unattended for even a second
- Wash hands with soap and water after each diaper change or wear gloves when changing the diaper. Put on a new pair for each diaper change
- Place all soiled clothing in a scented bag before placing it into the child's diaper bag.
- Between changing each child, clean the changing table with Clorox wipes (Do not use Clorox wipes on a child!)
- Wash your hands

***Cloth diapers: If a parent brings a child in a cloth diaper please inform them that the volunteer will call them if their child needs a diaper change. If the parent wants the volunteer to change their child's diaper, they will need to put a disposable diaper on the child before sending the child to class. We can supply them with a disposable if they need it.

Potty Training Policy

A potty training policy has been implemented for sanitary reasons.

Potty Trained vs. Potty Training

We describe a child as potty-trained if the parent can drop off the child with no special instructions about taking the child to the bathroom. The potty-trained child will tell a worker if they need to go.

If a child needs to be asked whether they need to go to the restroom or if the parent tells you to take the child at certain times or time intervals, the child is potty-training. A parent who is potty-training a child must send their child in a pull-up until they can independently tell a worker that they need to go to the restroom.

If a parent is not aware of the policy and sends the child in underwear, explain the policy, and offer to supply a pull-up for that day. Explain that the next time the child arrives they should be in a pull-up until the parent is sure that the child will let the workers know that they need to go potty.

Safety Policies

Open Door

Classroom doors without windows must be open at all times.

The only people allowed in the classrooms are:

- Childcare Workers
- Age-appropriate children
- Soma Staff members

Children in the Hall

Children in the following classrooms are not allowed in the hallways unattended at any time: Babies, Toddlers, Pre-school. In the event that you encounter an unattended child (from Babies-Preschool) in the hall, direct them back to their parent or guardian or to their appropriate classroom.

***If you encounter a child in the hallway and are unsure of what class they attend, check their tag.

Abuse Awareness

If you suspect physical or sexual abuse or neglect, immediately report it to church authorities and the proper legal authorities.

Technology in the Classroom

Technology in the classroom is limited to RightNow media and approved YouTube content.

Discipline Policy

It is the heart of Soma to make every effort possible to ensure the safety and well-being of anyone who enters our doors. There may be occasions when some children have a difficult time adjusting to a classroom environment. Children's Workers are asked to be proactive in reporting any instances in which our standards are being compromised by a child.

If a child is **NOT** Respecting God, Respecting themselves or others, or Respecting property, the following disciplinary actions will be taken:

1. **Verbal Warning:** Reminding the child of the behavior expected in class. A worker should go to the child and communicate with them personally. We want to use as much positive verbal correction as possible, along with praising the child for good behavior. The Childcare Coordinator will be the only one to discuss behavior with the parents.

**We correct in private and praise in public.*

2. **1st Group Separation:** If a child is consistently disregarding correction from a Children's Worker or Volunteer, the Worker may choose to remove the child and sit them separate from the rest of the class and the behavior pattern. (2 minutes).
3. **2nd Group Separation:** If consistent disregard for correction, as described in #2 above *continues*, the child will be separated again from the rest of the class and the behavior pattern. (2 minutes)

4. **Paging a Parent (Possible Removal):**

If unacceptable behaviors resulting in #1-#3 above occurs, paging of the child's parent will be required. Notify the Childcare Coordinator and parents will be paged so they can discuss the behavior. If the behavior did not involve physically or verbally hurting anyone, the parents will have the *opportunity* to take their child from the classroom and discuss the behavior with them and then return them to class to "try again." It is our heart to correct the behaviors as they are exhibited and give every opportunity for grace and forgiveness. If the behavior did involve physically or verbally hurting anyone, the child will be asked to leave the class for the remainder of the day.

Incident Report

A Notification of Incident Report form needs to be filled out in great detail when a child *is disruptive, not responding to correction or involved in an incident (physical/verbal)*. Documentation of these incidents is necessary in the event of future occurrences that warrant paging parents or removal of the child from the classroom following repeated unacceptable behaviors.

While Children's Workers may be involved in documenting behaviors for a **Notification of Incident Report**, Children's Workers should never discuss any negative behaviors with

parents. The Childcare Coordinator will confirm the completion of the form and subsequently discuss the issue with the parent when necessary.

Examples of behaviors resulting in Paging a Parent, Removal from Class & Completion of a Notification of Incident Report:

- Biting, Hitting, Spitting, or Kicking
- Fighting
- Hair-Pulling
- Verbal Abuse
- Repeated disobedience that does not improve with verbal correction
- Tantrums (uncontrolled crying or screaming and flailing of the arms and/or legs)

Once a child is returned to the classroom after being removed for the day, each further incident will result in disciplinary actions to include the possible loss of rights to attend Soma Childcare. *In these instances, attendance in Childcare may be suspended for a minimum of 2 weeks.*

Working and Praying Through the Behavior

It is never our heart to turn away a child, however sometimes for the safety and wellbeing of the other children, having parents pick them up for the day is the best option. When children who have had previous issues return to class, a Children's Worker will watch carefully over that child to encourage them in appropriate behavior.

If the unacceptable behavior happens again that day or another day, removal of the child from the situation will occur, the Childcare Coordinator will be notified immediately.

Clean-up Duties

- Put all the toys away, spray them down with disinfectant and let them dry
- Spray all sitting areas, door handles, and tables with disinfectant
- Wipe tables, check for crumbs on the floor-vacuum or sweep if needed
- Empty trash into the large black trash can in the kitchen and put in a new trash can liner (usually stored in the metal storage cabinet in your classroom)

**SCAN TO COMPLETE SOMA CHILDCARE
WORKER HANDBOOK ACKNOWLEDGEMENT:**



For an electronic version of this HANDBOOK, please visit:
www.somatyler.org/childcareworkerhandbook.