



Northwest Chapel Children's Ministries Procedures

1. Classroom Registration

- a. Pre-registration for classes will be required each week
- b. Registration will be for one week at a time, opening on Tuesdays and closing on Saturdays
- c. Registration links will be sent to primary contacts (as listed in the church database) via email
- d. Registration will close once max capacity is reached in each room
 - i. No more than 12 students per class:
 1. Grades 1-4
 2. 4-year-olds – Kindergarten
 - ii. No more than 6 students per class: Walkers – 3 year olds
- e. No Infant nursery is available at this time
- f. No walk-up registration will be allowed on Sunday mornings
 - i. Accommodations will be made for first time visitors but only for classrooms with available space
 - ii. There will be no waiting list availability
- g. If a family needs to cancel their registration, they should communicate as soon as possible so other students may register
- h. If a cancellation occurs on a Saturday after the cut-off, or is a no-show on Sunday morning, that spot will remain empty for that Sunday.

2. Health/Safety Procedures Prior to Entry

- a. **Health Checks:** Parents of registered children need to complete health checks at home prior to bringing students to class and keep children at home if they exhibit any of the following symptoms
 - i. Fever (100.5 or higher)
 - ii. Coughing or shortness of breath
 - iii. Vomiting or Diarrhea
 - iv. Loss of taste or smell
- b. **Diapers/Restrooms:** Once at the church building all children must have a dry diaper or have gone to the bathroom recently.
 - i. Bathroom breaks will not be encouraged in the older grades
 - ii. No diaper changes will take place in the younger rooms; parents will be contacted
 - iii. Diaper bags may be left outside of the classroom in the hallway
- c. **Hand Sanitizer** will be supplied before children enter a classroom. If you prefer your child to not use hand sanitizer you will need to take them to the church restroom to wash their hands before entering a classroom.



- d. **Masks:** Students in 1st-4th grades are required to wear a mask based upon state and local guidelines. Children ages 4 through Kindergarten are encouraged to wear masks but not required. Children 3 and under are not required but may be worn at parent's discretion.
 - i. Please provide a mask that is comfortable for your child. There is a limited supply of child sized disposable masks available in the event you forget to provide one.
 - ii. If your child meets one of the exemptions provided under the mask mandate orders they are excused from wearing a mask
 - iii. Failure to comply in those areas where a mask is required will result in a parent being contacted and the child being removed from the class for that service.
 - iv. In rooms where masks are recommended it is up to the parents to communicate with their children the expectations they have for wearing masks. Teachers will not be responsible for monitoring appropriate mask wearing for those students who come in wearing one.
3. **Security**
 - a. Security volunteers will stand outside of each classroom hallway during the entire service
 - b. Safety protocols previously set up will continue to be followed (See Points 4 and 5)
4. **Drop Off/Pick Up Procedures 4-year-olds – 4th grade**
 - a. Students are to come to the hallway outside of their classroom to be dropped off
 - i. 1st-4th grade – Room 111
 - ii. 4 year olds-Kindergarten – Room 110
 - b. Admittance will begin at 9:20 a.m.
 - c. Stickers will be pre-printed by the children's ministry team and will be available at the hallway drop off points
 - d. Two previously printed stickers will be available for each registered child
 - i. One for parents to use at pickup
 - ii. One for the student to wear into their room
 - e. Hand sanitizer will be provided (see point 2c) and students will be escorted to their classroom by a children's ministry staff member/volunteer
 - f. At pick-up, parents will turn in their sticker to a children's ministry staff member who will then escort the student from their room to their parent
 - g. Please maintain appropriate social distancing while waiting in line to drop off/pick up students
5. **Drop Off/Pickup Procedures Walkers – 3-year-olds**
 - a. Room 105
 - b. Infant nursery will not be available at this time
 - c. Admittance will begin at 9:20 a.m.
 - d. Stickers will be pre-printed by the children's ministry team and will be available at the hallway drop off points



- e. Two previously printed stickers will be passed out
 - i. One for parents to use at pickup
 - ii. One for the child to wear into their room
 - f. Hand sanitizer will be provided (see point 2c)
 - g. One parent is permitted to drop their child off in the classroom
 - h. A diaper bag may be left outside of the classroom as needed (**NO** sippy cups or bottles may be left with a child (See point 6e))
 - i. At pick-up, parents will turn in their sticker to a children's ministry staff member and then one parent may walk to the classroom to pick up their child
 - j. Please maintain appropriate social distancing while waiting in line to drop off/pick up children
- 6. In Classroom Procedures**
- a. Students will sit in seats separated with no less than 3 feet of space between them
 - b. Each student will be provided with their own materials at their space
 - c. Students in rooms 110 and 111 will not be permitted to move about the classroom and will need to stay in their assigned space for the entire class
 - d. Children in Room 105 will be encouraged to stay in their spaces but will be allowed to move about the room
 - e. No snacks or drinks will be provided in classrooms
 - i. Children are **not allowed** to bring in their own snacks or drinks to any classroom
 - f. Teachers
 - i. Will wear a mask or face shield while teaching
 - ii. Will present the lesson from the front of the room with minimal movement throughout the room.
- 7. Changes to Procedures**
- a. It is our goal to communicate with parents any changes in a timely and effective manner
 - b. Northwest Chapel reserves the right to change any of the above procedures/policies at any time. An email will be sent to primary contact as soon as possible of any changes.
 - c. We will continue to monitor changing conditions and adjust our procedures as needed