

For The Safety Of Our Children ...

Children's Ministry Safety Guidelines - Arrival and Pick Up Procedures

We are fortunate to be able to offer a full Christian formation experience including a wide variety of Sunday School classes, Chapels and programs for all ages of children. For the safety of our children present at St. Benedict's on Sundays and other times during the week, the following Safety Guidelines involving arrival and pick up procedures are spelled out intentionally for parents, guardians, and others entrusted to the care of our children.

At All Times:

- Children are to be accompanied to all nurseries, classes, chapels, and events by parents or guardians upon arrival for each Church sponsored event. A check-in policy is in place for children attending Church sponsored activities with name of child, parents/guardian, and their location during church event.
 - **Children are not to ride elevators unless accompanied by an adult.*
 - **Children can only be released to parents or guardians.*
- Parent/guardians should meet children at release locations.
- Our requirement is to have a minimum of 2 teachers or staff personnel in each classroom location on all occasions to aid in the safety of our children. Parents are asked to respond positively to requests to help in Chapels and Sunday School, so adequate supervision of children can always exist.

Sunday Mornings:

- **Childcare** is available on Sunday mornings for infants through 3 year olds (not yet potty-trained), in the Nurturing Center located on the top floor of the church building, while parents are attending worship and/or formation classes.
- **10:30 Chapel** for 3 year olds (potty-trained) through 2nd graders will be accompanied by our Chaplain, Chapel assistants and Helping Hands to join parents for Holy Communion during the offertory, approx. 11:00am. Parents should watch for their children at this time to help in their safe return to your care.
- **Pre-school 3 year olds through 2nd** children attending Sunday school will be accompanied by their teachers at 10:15am to Chapel located on the top floor of the church building.
- **Sunday School concludes at 10:15 am.** Parents not desiring for their children to participate in 10:30am Chapel should pick up their children **no later than 10:20 a.m.** in the Children's Chapel room.
- **Signing In** all children (infant - 5th grade) must be signed in by their parent with a Helping Hands volunteer.
- **Going to Class** all children (infant - 5th grade) must be walked to their classroom by their parent.
- **Picking Up** parents must pick their child up from the classroom immediately after adult formation classes end. (Please be considerate of the Sunday school teachers who cannot leave the room until every child has been picked up)
- **Chapel Sign In** children 3 years old (potty-trained) - 2nd grade who are staying for Chapel will be brought to their parents at the offertory when the children join their families in "big church". Parents be sure to check off Chapel on the sign in sheet so that we know your child is staying.
- **Children in the Nurturing Center** (who are walking) can be brought into the service at the offertory with the children from Chapel. Parents need to let the Helping Hands know this at sign in.
- **Parents of children in the Nurturing Center** need to return the security tags to the Helping Hands volunteers upon picking up your child. For parents whose child joined them in the service, please bring the security tag to the Helping Hands table to pick up your child's diaper bag.
- **Supervision** children need to be in the care of a parent at all times while on church property.

Parents, we greatly appreciate your help in maintaining a safe environment for all of the children of St. Benedict's Episcopal Church!

Courtney Vaughn, Director of Children's Ministries & Chaplain for St. Scholastica's Children's Chapel