

Calvary Chapel Chino Valley Kids Ministry

Return to Church Policies and Procedures

General

- Any servants who have had contact with a confirmed COVID-19 case within two weeks prior to our restart date, should not plan to serve.
- Please try to maintain six feet distance when speaking to others.
- Servants may wear gloves during their time of service. Individuals serving with children 0 to 4 years old are required to wear masks while serving. Wearing a mask is optional for other classroom servants. In addition, the following practices should be observed by all servants:

Do	Don't
Wash your hands before and after serving	Shake hands
Stay six feet from others (when possible)	Hug others
Cover your coughs or sneezes	Come to church if you are sick
Use hand sanitizer stations frequently	Touch your face, nose, and mouth

- Drinking fountains will be turned off and unavailable until further notice. If water is needed during service for kids in the classrooms, the area leader can obtain a pitcher of water from the kitchen.
- Youth serving in T.E.A.M. are still permitted to serve in the classrooms.

Servants Interacting with Kids and Parents

Check-In Stations

- We will have personnel at each KidCheck station, so parents do not need to touch the computers. All check-in servants are required to wear a mask. Parents checking in kids to the special needs classroom are allowed to check-in themselves.
- Upon the parent's arrival at the check-in station, servants may take the temperature of each child with an infrared contact-less thermometer. If a child has a fever, the parents will be asked to take him/her home and watch the services online.
- Servants will ask parents the following questions regarding their family's health over the last 14 days.

Has anyone in the home experienced any of the following:

1. Fever or chills
2. Cough
3. Shortness of breath or difficulty breathing
4. Fatigue / Muscle or body aches
5. Headache
6. New loss of taste or smell
7. Sore throat
8. Congestion or runny nose
9. Nausea or vomiting
10. Diarrhea

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- Servants will also ask parents to take their child to the restroom before taking him/her to the classroom.
- If a child has had a fever in the last 24 hours, we ask parents to please keep him/her at home for the well-being of servants and other children.
- If it is determined during a service that a child is sick, the parents will be contacted immediately using our SOS digital display system in the Sanctuary, and the child will be moved to a designated pick-up area.
 - Nursery → Courtyard area outside the Kids Ministry office.
 - Pre-K → Courtyard area outside the Kids Ministry office.
 - Primary → Back area of the Banquet Hall.
 - Route 456 → Courtyard area outside the Kids Ministry office.
 - Special Needs → Courtyard area outside the Kids Ministry office.

Classrooms

- A maximum of ten children will be allowed in each classroom. When a room reaches capacity, the Kids Ministry Director or Minister will be contacted to advise moving the next child to the nearest room closest to their age group or making an exception to have over ten children in said classroom.
- A layout of KidCheck check-in and classroom drop-off and pick-up waiting lines will be provided.
- Parents are not allowed to enter the classrooms to check-in and check-out their kids. Teachers need to meet the parents at the door, including kids 3 and 4 years old. Parents of kids being checked into 0 to 2-year-old and special needs classrooms are allowed to enter the classroom, but the classroom servant must clean the counter with a disinfecting wipe or spray after each family.
- KidCheck guardian receipts will still be initialed by the classroom teacher when a child is dropped off.
- Chairs and tables in each classroom will be configured for six-foot distancing.
- To prevent the sharing of toys/games among the children, we will encourage children to play with toys/games individually and not in groups.
- Toys/games and other classroom supplies will be divided into two groups. Group #1 will be used for Sunday 1st and PM services. Group #2 will be used for Sunday 2nd and Wednesday PM services.
- To prevent the sharing of supplies (i.e. crayons, scissors, glue sticks, etc.), the following phases are in place for coloring pages and crafts:

Phases for Craft

Phase 1 – No craft.

Phase 2 – Craft sent home. Craft items to be prepped in individual bags (brown paper bags or plastic baggies) by Resource Room servants or Teachers.

Phase 3 – Craft completed in the classroom.

Phases for Coloring Page

Phase 1 – No coloring page.

Phase 2 – Coloring page completed in the classroom with an individual set of crayons per child.

Phase 3 – Coloring page completed in the classroom with shared crayons.

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Worship & Teachings

0 to 4-Year-Olds

The Kids Ministry Worship Leader and team will visit the classrooms of kids 0 to 4 years old and those with special needs. Kids will remain in or near their chairs to maintain social distancing during both worship and the teaching. The worship Leader and team are encouraged to wear masks but not required as long as they can maintain 6 ft. social distancing.

Kindergarten through 6th Grade

DVDs will be provided with pre-recorded worship. There will be no corporate worship or corporate teachings (teachings in classrooms will resume). Kids are to remain in their classrooms except for emergency restroom needs. Classrooms that are not equipped with DVD players may gather in the Banquet Hall to watch pre-recorded worship; social distancing is required.

Cleaning

- Every servant performing cleaning tasks will be required to wear gloves at all times. New gloves will be used after completing a restroom or area of the building.
- Only cleaning products provided by the ministry will be used. Cleaning products can be found in the following areas,
 - Banquet Hall Classrooms → Banquet Hall Kids Ministry Closet
 - Room 206 → Classroom Cabinet
 - 500 Bldg. Classrooms → Downstairs Cleaning Closet (across from girls' restroom)
 - 400 Bldg. Classrooms → Resource Room

Check-In Stations

- Each check-in station will be cleaned with disinfectant wipes or spray after each service by Kids Ministry Registration Servants.
- The check-in station located in room 206 (special needs classroom) will be cleaned with disinfectant wipes or spray by Kids Ministry servants of said classroom after each family checks in.

Classrooms

- After each service, the classrooms will be disinfected by the classroom servants. The following will be cleaned with disinfectant wipes or spray:
 - Toys/Games
 - Supplies (pencils, crayons, scissors, glue sticks, etc.)

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- Counters/Tables
- Chairs
- Door handles and elevator buttons (if applicable) will be sanitized before and after each service and once an hour during services by Kids Ministry Leaders.
- After each service, the classroom servants will remove all trash and leftover personal items from the classrooms. Personal items will be taken to the lost and found closet in the Sanctuary hallway.

Restrooms

- The following servants are responsible for the tasks listed below:
 - Room 204A Restroom → Kids Ministry Leader to clean
 - Room 206 Restroom → Kids Ministry Leader to clean
 - 500 Bldg. Restrooms → Cleaning Ministry to clean
 - 400 bldg. Restrooms → Kids Ministry Leader to clean
- Tasks to be completed include:
 - Door handles will be sanitized before and after each service and once an hour during services.
 - Toilets, urinals and sinks will be sanitized before and after every service.
 - Counters and surfaces will be sanitized before and after every service.

General Areas

- Counters, tables, staircase rails, and all furniture will be sanitized before and after each service by Kids Ministry Leaders.