



# Kids Church Event Procedures

2026

Calvary Burlington  
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# Kids Church Midweek Event Procedures

These procedures exist to provide a safe, consistent, and welcoming environment for every child, and to protect volunteers and staff through clear safeguarding expectations. Kids Church follows the safeguarding policies outlined in the church Best Practices Policy and Emergency Response Procedures.

## 1. Event Overview

- Doors open at the event start time.
- The main doors (top of the stairs) are the point of entry for all families.
- A check-in station is set up in the foyer for all children.

## 2. Check-In Procedures

### 2.1 Check-in Location and Method

Check-in takes place in the foyer. A check-in volunteer uses the printed roster to check children in and confirm parent/guardian contact information.

- Locate the child's name on the printed roster and check them in.
- Confirm parent/guardian phone number(s) and emergency contact information are current.
- Provide the child with a name tag.
- Provide the parent/guardian with a barcode ticket for pick-up.

### 2.2 Unregistered Children / New Families

If an unregistered child arrives and there is capacity for the child to attend:

- Parent/guardian completes a Connect Card with all required information.
- The child is entered into the system.
- A name tag and barcode ticket are issued.
- Emergency contact information is confirmed before the child is received into the program.

## 3. Classroom Arrival and Supervision

Children proceed to their classroom/group after check-in. Volunteers maintain appropriate supervision and follow established adult-to-child ratios.

- Children must remain within supervised ministry areas throughout the program.
- If a child needs their parent/guardian during the program, follow parent contact procedures in section 6.

## **4. Pick-Up & Release Procedures**

### **4.1 Who May Pick Up**

- Children are released only to the person who dropped them off, or to a designated pick-up person approved by the parent/guardian.
- A barcode ticket is required for pick-up.

### **4.2 Late Pick-Up**

If a child has not been picked up within 10 minutes of the program ending:

1. Contact the parent/guardian using the information provided at check-in.
2. If the parent/guardian cannot be reached, contact the emergency contact.
3. Remain with the child in a supervised ministry area until the child is picked up.

## **5. Bathroom Procedures**

Bathroom procedures follow the safeguarding standard outlined in the church Best Practices Policy and Kids Church Procedures.

- A ministry lead completes a bathroom check before children enter.
- A ministry lead waits outside while children use the washroom.
- No adult enters the washroom unless there is an emergency.
- No adult enters a stall without another volunteer present.
- Preschool assistance follows the same safeguarding approach (door ajar, assistance only if needed, another adult in the main room).

## **6. Behaviour Support & Discipline**

Kids Church behaviour support is conducted in a loving, calm, and consistent environment. The discipline framework used for Sunday Kids Church also applies to midweek events.

4. Redirect gently: restate expectations, offer acceptable choices, and redirect to positive action.
5. Second reminder and supervised reset: brief reset within supervised ministry areas (always visible and supervised).
6. Request ministry lead support if behaviour continues or escalates.
7. Contact parent/guardian if behaviour is unsafe, disruptive, or unresolved.

Immediate parent/guardian contact is required for: hitting, biting, kicking, punching, unsafe physical aggression, running away/leaving the ministry area, behaviour endangering self or others, repeated severe disruption, threats, illness/injury, or allergy concerns.

## **7. Injuries & Incident Reports**

- Provide immediate care as appropriate and notify the ministry lead.
- Contact the parent/guardian for any injury beyond minor first aid, any head injury, any allergic reaction, or any health concern.
- Complete an Incident Report for any injury requiring first aid or intervention.
- When in doubt, contact the parent/guardian.

## **8. Room Reset & Close**

- Reset rooms and return all supplies to their proper home.
- Ensure all children have been picked up and checked out.
- Return all printed rosters and completed Connect Cards to the designated location (office or ministry pouch).
- Notify the ministry lead of any incidents or concerns.