



Calvary Kids Church Procedures

2026

Calvary Burlington
2458 St Frances Drive
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Kids Church Sunday Morning 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 Document.

1. Service Overview & Schedule

- Teachers/volunteers arrive at 9:15am to prepare classrooms.
- Service begins at 10:00am.

Sunday Start Options

- Option A: Children start downstairs — Kids Church opens at 9:45am and children go directly to their classrooms after check-in.
- Option B: Children start in the main service — children remain with parents until dismissed; teachers meet children at the back of the auditorium and walk them downstairs together.

2. Class Groups

- Nursery: Birth–23 months
- Preschool: 24 months–JK
- K-One: JK–Grade 1
- TwoFive: Grades 2–5

3. Safeguarding Ratios

Classroom and ministry settings must comply with established ratios for adults and children at all times. Minimum established ratios are:

- Birth–23 months: One Ministry Personnel for every 3 infants
- Toddlers / pre-schoolers: One Ministry Personnel for every 5 children
- Children ages 5–10: One Ministry Personnel for every 7–10 children

If attendance exceeds ratio guidelines, notify the Ministry Lead immediately for support.

4. Check-In Procedures (Required for All Children)

4.1 Check-in Location

Parents/caregivers check children in at the iPad kiosk in the foyer. Volunteers are present to assist, but parents/caregivers complete check-in.

4.2 Name Tag & Pick-Up Ticket

- Children receive a printed name tag.
- Parent/caregiver receives a barcode ticket for pick-up.

4.3 New Families / Not in System

If a family is not in the system:

- Parent/caregiver completes a registration form (paper or digital).
- Child receives a temporary tag if needed until a printed tag is available.
- Registration forms are placed in the main office.

Registration information includes: child name, parent/caregiver contact info, emergency contact, allergies, and medical notes.

4.4 No Name Tag = Not Checked In

If a child arrives without a name tag:

- The child remains in the classroom.
- A volunteer is sent to locate the parent/caregiver to complete check-in before the child is considered in our care.

5. Classroom Arrival Procedures

Children start downstairs

- After check-in, parent/caregiver brings the child downstairs to the Kids Church area/classroom.
- Child is received into their classroom by Kids Church personnel.

Children start in the main service

- Teachers wait at the back of the auditorium.
- When dismissed, teachers collect children by class and walk them downstairs together.

6. Attendance Procedures (iPad)

- Teachers confirm who arrived for class compared to who is checked in.
- If the iPad indicates a child is checked in but the child remains in the auditorium, note that the child was not in our care.
- At pick-up, the child is checked out digitally when the barcode ticket is presented.

7. Snacks & Allergy Procedures

7.1 Snacks

Snacks are served. Children may bring their own food.

7.2 Peanut Avoidance Statement

Kids Church practices peanut-avoidance, however we cannot guarantee a peanut-free environment because the facility is used by multiple ministries.

7.3 Allergy Communication

Children or youth having severe allergies are to have the information brought to the attention of the Ministry Lead and noted on their registration form. The information will be posted in the

children and youth departments for easy access and Ministry Personnel who have the child in their care will be informed.

If an allergy concern arises during class, contact the parent/caregiver immediately.

8. Classroom Guests: Parents & Ministry Try Volunteers

8.1 Occasional Observers (Silent Observer Policy)

Occasional Observer: Individuals who visit, observe and assist Ministry Personnel with ministry activities on rare occasions. This term includes parents assisting their own children.

Occasional Observers do not need to be screened and trained. However, their access to minors will be limited and they will never be placed in a position of trust with children who are not their own. This means they will not be asked to assume responsibility for children and they will not be allowed or asked to take children to the washroom.

Occasional Observers are present as silent observers only. They are not to be used to assist with teaching, handing out supplies, answering questions, managing behaviour, or supervising children other than their own.

8.2 Parent Support for Unsettled Children

If a child is struggling to separate from a parent/caregiver, the parent/caregiver may remain as a silent observer. If the child becomes overly disruptive or the room needs fewer distractions, the parent/caregiver may be asked to wait in the hallway. They may remain for as long as needed for the child to settle.

8.3 Ministry Try Volunteers

- Potential volunteers may shadow as part of a Ministry Try.
- Ministry Try volunteers may shadow up to three Sundays.
- All shadows must be scheduled.
- Ministry Try volunteers follow the same silent observer expectations.

9. Behaviour Support & Discipline Procedures

Kids Church classroom management is conducted in a loving, calm, and consistent environment. Our goal is to prevent issues before they grow, redirect children toward positive behaviour, and involve parents when needed.

9.1 Preventive Supports

- Create a loving and caring atmosphere.
- Use clear instructions and realistic expectations.
- Keep transitions short and purposeful.
- Provide meaningful, age-appropriate activities.
- Be fair and consistent with all children.

- Notice children with special needs and bring their needs to the attention of the Ministry Lead.

9.2 Behaviour Support Process (Step-by-Step)

1. Redirect gently: restate expectations, offer acceptable choices, and redirect to positive action.
2. Second reminder and supervised reset: brief reset within the classroom (always visible and supervised).
3. Request Ministry Lead support if behaviour continues or escalates.
4. Contact parent/caregiver if behaviour is unsafe, disruptive, or unresolved.

9.3 Immediate Parent Contact

Contact parent/caregiver immediately for: hitting, biting, kicking, punching, unsafe physical aggression, running away/leaving the classroom area, behaviour endangering self or others, repeated severe disruption, threats, illness/injury, or allergy concerns.

10. Parent Contact Procedures (Behaviour / Injury / Allergy)

5. Text the parent/caregiver using the number linked to the child profile/registration details.
6. Wait 5 minutes while the child remains supervised.
7. If no parent arrives: take the child upstairs with appropriate supervision and ask an usher at the back of the auditorium to help locate the parent/caregiver.
8. If needed, address the matter in the lobby and determine next steps with the Ministry Lead.

11. Injury Procedures

- Provide immediate care as appropriate.
- Contact parent/caregiver.
- Complete an incident report form.
- Incident report forms are located in the Kids Church ministry pouch (with pens, iPad, and name tags).

If emergency action is required, notify the Ministry Lead immediately and follow church emergency procedures.

12. Bathroom Procedures (Safeguarding)

Bathroom procedures are designed to protect children and volunteers through clear safeguarding practices.

12.1 General Bathroom Rules

- A Ministry Lead completes a bathroom check before children enter.
- A Ministry Lead waits outside the washroom while children use the bathroom.
- No adult enters the washroom unless there is an emergency.
- If emergency entry is required, another volunteer must be present.
- No adult enters a stall without another volunteer present.

12.2 Preschool Bathroom Procedure

- Preschool children may need support.
- The door remains ajar for visibility and safety.
- A volunteer enters only if assistance is required.
- Another adult remains in the main room at all times.

12.3 Diapering

- Diapering is completed by screened volunteers only.
- All diapering follows safeguarding standards.

13. Pick-Up & Check-Out Procedures

13.1 Ticket Matching

- Children are released only to an approved caregiver listed in the system.
- A barcode ticket must match for pick-up.
- Exceptions may only be made with Ministry Lead approval.

13.2 Sibling Pick-Up

No sibling pick-up under age 12. Ticket is required.

13.3 Ticket Disposal

Tickets may be ripped and discarded after pick-up.

13.4 Digital Check-Out

Children are checked out digitally in the iPad system when the barcode ticket is presented.

14. End-of-Service Reset

- Restore classrooms to their proper order.
- Return supplies and craft items to their homes.
- Tidy and prepare the space for the next ministry group.
- Return the iPad to the main office.
- Report incidents or concerns to the Ministry Lead.