



# **VOLUNTEER HANDBOOK**

## VISION STATEMENT

Kingdom Kids: **IT** begins here. We seek to enrich our community by providing a quality education that: **INITIATES** a lifelong love for Jesus Christ and **TEACHES** the foundational skills essential for academic success.

## PHILOSOPHY OF EDUCATION

We partner with families to educate, nurture, and encourage the development of the whole child. Every child is made in God's image and has incredible intrinsic value. Our goal is to build a strong foundation in God's word from which children will benefit for life. Students are prepared for Kindergarten through our academic, developmentally appropriate curriculum.

## BEHAVIOR GUIDANCE AND DISCIPLINARY PROCEDURES

Kingdom Kids strives to provide a safe and happy environment for each child. Because we believe that every child has a right to physical and emotional safety, we have established certain behavior standards. ***Volunteers should alert the teacher immediately to any behavior issues.*** Any student who is being disruptive to the class or showing inappropriate behavior will be corrected as follows (see examples below).

- The **teacher** will verbally communicate with the child and redirect the child in order to correct the behavior.
- If the attempt to redirect the child is unsuccessful, the **teacher** will remove the child from the group for a short time within the same vicinity.
- A child will never be left unattended and will rejoin the group as soon as the behavior is under control.

## **INAPPROPRIATE BEHAVIORS**

**If any of the behaviors below are displayed, please notify the teacher immediately.**

- Punching, kicking, or biting (also any other recurring actions or activities which cause endangerment to children or adults)
- Repeated destruction of property
- Inappropriate touching of other children
- Harassment of children or adults (threatening, severe teasing)

## **CORPORAL PUNISHMENT/EMOTIONAL ABUSE POLICY**

Kingdom Kids prohibits corporal punishment and/or emotional abuse. Corporal punishment includes, but is not limited to, rough handling, shoving, pushing, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting and spanking. Emotional abuse includes, but is not limited to, name calling, shaming, making derogatory remarks about the child or the child's family, and using language that threatens, humiliates or frightens the child.

**Other methods that are prohibited are:**

- Punishment for lapse in toilet training
- Withholding of food, light, warmth, clothing or medical care as a form of punishment

- Physical restraint of a child other than to physically hold the child when containment is necessary to protect a child or others from harm.
- Use of mechanical restraints such as tying.

## **SAFETY AND INJURY PREVENTION**

### **SCHOOL BUS SAFETY**

Safety is the primary concern in transporting students. Safety on school buses is the shared responsibility of students, parents, school staff, bus contractors and bus drivers. In order to provide a safe and pleasant ride for all students, the importance of bus safety is gone over prior to each field trip.

Rules on the bus for a safe and pleasant ride:

- Immediately follow directions of driver
- Sit in your seat facing forward
- Talk quietly and use appropriate language
- Keep all parts of your body inside the bus
- Keep your arms legs and belongings to yourself
- No fighting, harassing, intimidating or horseplay
- Do not throw any object
- No eating, drinking or use of tobacco
- Do not damage the school bus

### **POISON PREVENTION**

The following guidelines must be adhered to:

- Spilled liquids must be cleaned up promptly.
- Aerosol sprays will not be used in the presence of children.
- The teacher will carry phone numbers for the Poison Control Center and all other emergency numbers.

### **PREVENTION OF CHOKING, ASPIRATION, SUFFOCATION AND DROWNING**

The following guidelines must be adhered to:

- Do not serve food that may contain bones or shells.
- Do not provide children with cough drops, gum or fruit with seeds/pits.
- Do not stimulate a child to laugh or cry when there is food in the child's mouth.
- Store pins, buttons and needles in a child proof container out of children's reach.
- Always supervise children in the bathroom. Toilets are a potential drowning hazard.
- A staff member trained in CPR/ First Aid and constricted airway should be with children at all times, in accordance with licensing requirements.

### **BURNS AND ELECTRICAL ACCIDENT PREVENTION**

The following guidelines must be adhered to:

- Hot liquids (such as coffee) will not be consumed in the classroom unless in a covered container and are kept out of reach of children.
- Protective covers will be used on all electrical outlets.
- Extension cords will not be used in the classroom.

- There is no smoking in the presence of children and the field trip site must be smoke-free.

### **INJURY PREVENTION TECHNIQUES**

The following guidelines must be adhered to:

- If sunscreen is approved for a child, the teacher will apply the sunscreen according to the manufacturer's instructions.
- Avoid areas which attract bees (garbage cans, flower beds).

### **EMERGENCY SHEETS**

The teacher carries an emergency contact sheet for each child on every field trip.

### **FIRST AID AND CPR**

All lead and assistant teachers are required to be trained in First Aid and have current CPR and obstructed airway training. The teacher will carry a first aid kit at all times. Please alert a teacher if a student needs the kit. **All volunteers, extra staff and students should stay clear of an emergency scene.**

### **MEDICAL EMERGENCY AND LIFE THREATENING EMERGENCIES**

Bites- snake or other poisonous  
Bleeding- internal or massive external  
Burns- severe or extensive  
Corrosive in contact with skin or eye  
Electrical shock  
Injuries to neck/ back with possible spinal cord injury  
Obstruction of respiratory tract  
Poisoning  
Unconscious state

### **INJURY/ACCIDENT FORM**

***Any injury will be reported to the teacher*** who will record the incident on the **Procure App**. The volunteer who witnessed the accident will assist the teacher in completing the report.

### **CARE OF A SICK CHILD**

If a child becomes sick or appears ill, volunteers should alert the teacher. If necessary, a parent/guardian or emergency contact will be called by the Kingdom Kids office to pick up the child. The teacher will continue to assess the child's condition frequently and will call 911 if the situation appears to be an emergency. (See "Medical Emergency and Life Threatening Emergencies")

### **MISSING CHILD**

If a child is missing, the entire staff will be notified. Immediate attempts will be made to locate the child by available staff members and volunteers. Children should NEVER be left unattended to look for a missing child. Staff will notify the director and begin searching. If staff is unable to locate the missing child within fifteen minutes, the police and child's parent/guardian will be called and the search will continue.

## **EMPLOYEE AND VISITOR INJURY**

If an injury occurs to an employee/volunteer on the job or to a visitor, where complications may develop or where employment time may be lost, and immediate medical evaluation may be needed it should be reported to the director. The director will inform the Executive Director of Operations. The director will follow-up to ensure that there was a doctor's visit. An Injury Report must be completed before you leave for the day. If an Injury Report cannot be completed due to a serious injury, it must be completed as soon as possible.

## **INJURIES IN TRANSIT**

### **Procedure for Vehicular Accidents en route**

- Teacher or volunteer will call the police immediately. (911 or Non Emergency 285-8580)
- Teacher or volunteer will call the school office and inform them of the accident and number of children in the vehicle.
- All adults stay with the children until the school's new transportation arrangement arrives.

### **Procedure for Vehicular Accident with Injuries**

- Teacher will designate someone to call 911 (EMS).
- Teacher will ask police or other available person to contact the director.
- The director or a designee should go to the hospital to support children and staff and to help with child identification as needed.
- One member of the office personnel shall remain at the office to monitor calls.

### **Procedure for Office Staff Receiving Notification of Accident:**

- Teacher will request that police or adult have all children medically examined.
- Teacher will notify the director, program coordinator, staff coordinator and other office staff that will be responsible to monitor the office phone. Provide enough information to the employee to allow them to answer questions regarding the accident.
- Next, the office staff will call parents/guardians of children who were in the vehicle at the time of the accident. If a certain child has been injured, tell the parent/guardian that the child is being examined at the designated medical facility and ask the parent to go to the facility.
- The director or designee will stay at the facility until all children have a parent/guardian or designated adult with them.

## **CHILD ABUSE/ NEGLECT**

### **FORMS OF MALTREATMENT**

- Physical injury inflicted on the child by **any** person responsible for child's care other than by accidental means.
- Sexual abuse by a person responsible for a child's care, within the family unit.
- A child has inadequate food, clothing, shelter due to failure by person responsible for child's care to supply when able to do so.
- Neglect due to lack of supervision
- Emotional abuse

## **FORMS OF NEGLECT**

- Failure to provide necessary supervision of a child
- Endangerment: actions that could result in damage to a child (DUI with child in car, domestic violence)
- Chronic or severe use of alcohol or controlled substances
- Failure to provide medical care in a life-endangering situation
- Housing conditions
- Child born to addicted substances

## **FORMS OF PHYSICAL ABUSE**

- Throwing, kicking, burning, biting or cutting a child.
- Striking a child with a closed fist
- Shaking a child under age 3
- Striking or other actions which result in any non-accidental injury to a child under 18 months
- Interference with a child's breathing
- Threatening with a weapon
- Striking a child under age one on the face or head
- Purposely giving a child poison, alcohol, dangerous, harmful or controlled substances which were not prescribed for the child by a practitioner, in order to control or punish the child.
- Unreasonable physical confinement or restraint not permitted under statute 609.379, including but not limited to tying, caging or chaining.

## **FORMS OF SEXUAL ABUSE**

- The sexual exploitation by a person responsible for the child's care or by a person in a position of authority over that child.
- May include oral, anal, genital sexual touch
- Intercourse
- Sexual touch of a child's private parts
- Threatened sexual abuse
- Sibling incest (3 or more year age difference)
- Unexplained injury to the genitals

## **REPORTING TO CHILD PROTECTIVE SERVICES**

All staff members of the school are considered **Mandatory Reporters** by the state of Minnesota. As such, all Mandatory reporters are required to report any incident of suspected child abuse or neglect, that has happened in the last three years, to the Child Protective Service or Police. To clarify, A Mandatory Reporter must report when they know a maltreatment has occurred or when they suspect a maltreatment has occurred.

## **PROCEDURE FOR REPORTING**

### **Oral Report**

To be given as soon as possible but no later than the first 24 hours. An oral report will be followed up on within 72 hours.

- Daytime phone for Child Protective Services is 285-7009. Ask to speak with the on-call intake worker.

- Nighttime phone for Child Protective Services is 281-6248. Ask to speak with a night crisis worker.
- Call 911 for emergencies.

### **Written Report**

Located in the office and will include:

- Your name, address, phone number
- Child's name and address and also the names of the parents.
- A description of what happened including any injuries that resulted and who may be responsible for the abuse/ neglect.
- Any additional information that you feel is important. It is not the reporter's responsibility to have the incident fully investigated, the Child Protective Service and or Police will complete this task.

### **UNAUTHORIZED CHILD PICK UP**

If a parent or any other person attempts to pick up a child while on a field trip, staff members will act in the best interest of the child. ***Volunteers should alert a staff member to the situation immediately.*** Staff members are not expected to jeopardize their own safety or the safety of children in their care.

### **EMERGENCY DISASTER PROCEDURES**

#### **TELEPHONE NUMBERS**

Emergency 911

Fire Non-Emergency 328-2800

Police Non Emergency 328-6800

#### **FOOD SAFETY AND SANITATION**

The teacher / assistant / volunteer will assist children in washing or sanitizing their hands prior to snacks. Hands of adults & children are washed with soap and water. All food or beverage items that require refrigeration are to be refrigerated.

### **BLOOD BORNE PATHOGENS**

#### **PROCEDURE FOR DISINFECTING ITEMS EXPOSED TO BLOOD AND BODILY FLUIDS**

In the event that items in your classroom are contaminated by blood or bodily fluids, please follow this procedure:

1. Wear disposable gloves when:
  - a. Handling blood (nosebleeds, cuts) or items, surfaces soiled by blood or bodily fluids (vomit, urine or feces)
  - b. You have open cuts, sores or cracked skin
  - c. The child has open areas on the skin.
2. Clean areas soiled with blood or bodily fluids. Clean objects and surfaces by scrubbing with soap and water to remove debris.
3. Do not reuse water that has been standing in pails, basins or sinks.
4. Rinse objects under running water.

5. Disinfect the area with disinfectant spray: the disinfectant spray must be effective against bacteria (tuberculosis), viruses (hepatitis, HIV), parasites (Giardia) and used according to manufacture's directions.

## **BLOOD BORNE PATHOGEN EXPOSURE CONTROL PLAN**

- I. Exposure determination: All staff is at risk of exposure to blood borne pathogens
- II. Methods of Compliance: Polices
  - Kingdom Kids has established and maintains conditions of work which are reasonably healthy.
  - Complies with measures and guidelines set forth in OSHA standards
  - Notifies employees of their risk for exposure and makes available copies of the exposure control plan during orientation of the job.
  - Enforces standard precaution use by all employees having contact with blood or body fluids.
  - Trains all staff with risk of exposure to blood borne pathogens on reducing risk of exposure at time of initial assignment to task and annually thereafter.
- III. **Procedures:**
  - Gloves:
    - Wear when anticipating contact with blood or non-intact skin and when handling items or surfaces soiled with blood or bodily fluids.
    - If tearing or puncture of glove occurs wash hands and use a new pair of gloves.
    - Change gloves between each individual.
    - Dispose of gloves in a plastic lined waste container.
  - Hand washing:
    - Follow procedure in separate handout.
    - When a blood spill has occurred, wash hands in sink not used for food preparation.
    - Wash hands after:
      - Removing gloves.
      - Handling items soiled with body fluids or wastes such as blood, drool, urine, stool or discharge from nose or eyes.
      - Cleaning surfaces contaminated with blood.
      - Handling a sick child.
- IV. **Needles and Syringes and other "sharps":** When a child who requires the use of needles or sharps is enrolled in the program, arrangements for disposal of sharps need to be made. Discuss alternatives with health consultant or center director.
- V. **Resuscitation mouth pieces:** single use resuscitation mouth pieces will be available for use. Consult the center director for more information.
- VI. **Cleaning and Decontamination of Spills**
  - Clean objects and surfaces contaminated with blood and body fluids immediately by using hot soapy water to remove secretions and excretions before disinfecting. A solution of ¼ cup bleach in one gallon of water is adequate to disinfect the area and kill HIV/ HBV and other organisms. After applying the bleach allow the surface to air dry. An EPA registered disinfectant (such as 0.5 AmphyI) would also suffice. If another disinfectant is

used, it must be effective against HIV/HBV, TB Staphylococcus, Salmonella, Pseudomonas and parasites. Manufacture's instructions must be followed.

- Use disposable towels to clean up bodily fluid spills. Double bag the towels prior to disposal.
- Use the toilet to dispose of "dirty" water or bodily fluids.
- Soiled mops and pails must be cleaned away from food preparation areas and soaked in the bleach solution (1/4 cup bleach/ one gallon of water) for 10-30 minutes. It is preferable to use disposable items for clean up when possible. (note: sponges are not to be used in Kingdom Kids Preschool).
- To disinfect all hard surfaces, with exception to mouthed toys, utensils and food-contact surfaces: First clean surface with detergent and water. Next, use a solution of ¼ cup bleach/ one gallon of water to saturate the area. Wipe the area to distribute the solution evenly and then let air dry. Use single service towels and discard in a plastic lined waste container.
- To sanitize mouthed toys, eating utensils and food-contact areas: a weaker solution of bleach should be used, one tablespoon bleach/ one gallon of water or 3/8 teaspoon/ one pint. Clean toys, utensils or surface first with detergent then spray items and allow to air dry.
- Bleach solution must be made **fresh** because it loses the ability to kill germs with time.

VII. **Handling clothing or other personal items with blood/bodily fluids**

- Wear gloves and place into a single use plastic bag
- Use a single use plastic bag to double bag items before sending items home with parent.
- If contamination of clothing is anticipated, aprons, smocks or gowns should be worn.
- Staff who have blood on their clothing must be allowed time to go home and change their clothing

VIII. **Hepatitis B Vaccine**

- Kingdom Kids will offer Hepatitis B Vaccination to staff (first aid providers) who have assisted in any situation involving the presence of blood.

IX. **Special procedures must be followed after and exposure incident. (Post Exposure Procedure).** An exposure incident as defined by OSHA standards states "specific eye, mouth, other mucous membrane, non-intact skin, or internal (inside the body) contact with blood or other potentially infectious materials that results from the performance of an employee's duties." –Federal Register (FR Vol. 56, No. 235, 12/6/91, 1910.1030b)

X. **Post Exposure Procedure**

- Cleanse the area of exposure as outlined in "**cleaning and decontamination of spills**" to minimize infection.
- Notify designated contact person for exposure incidents to begin documentation of what happened.
- Complete injury/ incident report form that includes documentation to routes and circumstances under which exposure occurred.
- Obtain medial evaluation and treatment (at no cost to the employee) to evaluate exposure incident and provide follow up per OSHA regulations.
- Kingdom Kids will provide the licensed health care professional with the following:

1. Copy of OSHA Blood borne Pathogen Standard
2. Description of exposed employees job duties relating to exposure incident
3. Copy of incident/ injury report including documentation of routes and circumstances under which exposure occurred.
4. Results of source individual's blood test, if available
5. Employee medical records/ vaccination status
6. The licensed health care professional will provide a written report, stating that the employee has been informed of the results of the evaluation and needed follow up. The employee will receive a; copy of the report within 15 days of evaluation.

## **Drug and Alcohol Policy**

Any individual working with Kingdom Kids Christian Preschool is prohibited from abusing prescription medication or being under the influence of a controlled substance under Minnesota Statutes, Chapter 135, or alcohol in any manner that impairs or could impair the person's ability to provide care or services.