



Kingdom Kids Volunteer Handbook



Kingdom Kids

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.

Volunteers

Kingdom Kids Preschool greatly values the participation of family members and caregivers in school activities where/when possible to do so.

All people who wish to volunteer at Kingdom Kids (in the classroom or on field trips) must read and sign this Volunteer Handbook prior to volunteering event.

All volunteers will be under the direct supervision of a staff person at all times and shall not be alone with any child, other than their own, at any time.

Volunteer activities may include, but are not limited to:

- Field trips
- Class party
- Class projects
- Making play dough (at home or in class)
- Cutting projects for teachers (at home or in class)

BEHAVIOR GUIDANCE AND DISCIPLINARY PROCEDURES

CLASSROOM BEHAVIOR MANAGEMENT

Kingdom Kids strives to provide a safe and happy environment for each child. The goal of Christian early education discipline is to disciple (teach) by guiding not by punishing. We disciple (teach) children with nurturing love while utilizing preventative approaches, engaging environments, and clear expectations to help children be successful. Children are given age-appropriate boundaries and guidance that allows them to feel safe, loved and accepted. We understand the importance of teaching and nurturing self-regulation skills and the ability to negotiate relationships and care for others. In order to keep all children safe, teachers will discipline children exhibiting inappropriate/unsafe behaviors in the following ways:

- Verbally communicate with the child and redirect the child to teach the appropriate behavior.
- If the teacher's attempt to redirect the child is unsuccessful, the child may be removed from the group for a short time but will stay within the room.

- A child will never be left unattended and will rejoin the group as soon as the behavior is under control.

Volunteers should alert the teacher immediately to any behavior issues.

INAPPROPRIATE BEHAVIORS

The following are examples of inappropriate behaviors:

1. Injury – any physical or mental or threatened injury, inflicted by a person other than by accidental means.
2. Emotional – yelling at, belittling, criticizing or bullying.
3. Inappropriate Touch – any touch or suggested touch above or under clothing that is suggestive or uncomfortable.
4. Destruction of Property – showing disrespect for equipment, games, toys and/or building.
5. Inappropriate Language – showing disrespect by talking back, swearing, name calling, or demeaning.
6. Harassment of Staff or Children – threatening behavior, disruption of class, inappropriate conduct, or failure to follow direction from a teacher.
7. Not following center rules and policies.

The following behaviors may require a child to be removed from the classroom:

- The 2nd offense of **intentional** 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)
- Screaming or other loud disruptive noises

Anytime a child is removed from the classroom for behavior, the parent will be notified.

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.
- Separation of a child from the group except as provided in 9503.0055 subpart 4 in the MN state guidelines which states: No child may be separated from the group unless the license holder has tried less intrusive methods of guiding the child's behavior which have been ineffective and the child's behavior threatens the well-being of the child or other children in the center. A child who requires separation from the group must remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a program staff person. When separation from the group is used as a behavior guidance technique, the child's return to the group must be contingent on the child's stopping or bringing under control the behavior that precipitated the separation, and the child must be returned to the group as soon as the behavior that precipitated the separation abates or stops.
- Children between the ages of six weeks and 16 months must not be separated from the group as a means of behavior guidance.

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.**

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.

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.

CHILD ABUSE/ NEGLECT

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.

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

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 posted in classrooms and bathrooms.
- 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.

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.



Acknowledgement

***Please sign and return this sheet to your child's classroom teacher.

By signing below, I acknowledge that I have read the Kingdom Kids Volunteer Handbook and understand my role and responsibilities as a volunteer.

Volunteer Signature

Volunteer Name (Printed)

My Child's Name (Printed)

Date

Thank you!