



Re-gathering Procedures Guide

At Saint Andrews Presbyterian Church (SAPC), we consider it our privilege and honor to provide quality care, in a safe, Christ-centered, and loving environment where parents can confidently leave their children in our care. A great deal of preparation has gone into making our nursery and children's area safe and enjoyable.

We recognize the importance of early years when first impressions of faith, Christ, and the Church are being formed; and we want you and your child's experience to be positive. We understand that children may have difficulty with social and emotional aspects of transitioning back into the church setting, especially given the unfamiliarity of changed environments and expectations. At SAPC, we will do our best to provide for your children's physical, emotional, social, intellectual, and spiritual needs, so that they will find coming to church a pleasant experience.

In order to better provide for your child, we have compiled some policies and procedures which are outlined in this guide. We pray that these procedures are reflective of our high standards for care and concern for all. The overall health, well-being, and safety of all children, families, and SAPC members is of utmost importance. The implementation of these procedures are intended to help everyone feel more at ease when making considerations to attend, as well as do all we can to mitigate the spread of COVID-19. We will continue to monitor local and state health and government guidelines. Please remember to pray for continued wisdom to meet the new and emerging challenges of ministry in this unprecedented time. Please read the guide in its entirety. If you have any questions, please contact Jeanette Simpson, Director of Children's Ministry.

A. Volunteers

1. All volunteers must have a background check in order to serve. Youth wanting to serve must have parent permission.
2. Any volunteer who has a known exposure or tested positive to COVID-19 or any other illness should not attend.

3. Volunteers should monitor their temperature before attending. Anyone with a fever of 100 degrees or greater or symptoms of possible COVID-19 should not attend.
4. Masks and name tags will be required for all volunteers and must be worn for the duration of the allotted service time. Masks must be worn to fully cover the nose and mouth. Masks will be available for volunteers if needed.
5. Volunteers will wear gloves when wiping children's noses, diaper changing, assisting with the restroom, and feeding bottles. Gloves will be changed and discarded after contact with any of the above mentioned items.
6. At this time, no snack or food will be given. If water is needed, children will be allowed to drink out of their own personal cup brought from home. Cups will not be provided. Upon use, the cup/bottle will be returned immediately to their bag and will be sent home. Volunteers will wear gloves when a bottle is given.
7. Volunteers will be required to attend virtual training. This procedure guide will be given to all volunteers. A signed acknowledgement stating that they have watched and will implement all procedures will be required before anyone is allowed to serve.

B. Family Procedures

1. Families who plan to attend Sunday worship (10:30) with children ages 5 & under will need to RSVP by Thursday to ensure adequate volunteer coverage. Classrooms will be limited to a set number of children to ensure safe distancing practices.
2. Upon check-in, families will be asked to follow indicators and directional signs to help practice safe distancing. The desk monitor will check in children and give the child's tag and security tag to the parent. Children must wear their name tag. The child's name tag and security tag will be collected by the volunteer at pick-up. Since everyone will have masks on, it is absolutely imperative that security tags be given to volunteers at dismissal to ensure that children are leaving with the correct person. It is highly recommended that the same parent drop-off and pick-up.
3. Parents and other family members will be asked to stay outside of the classroom door and children will enter or be dismissed one at a time to ensure safe distancing.

4. Any family or child who has a known exposure or tested positive to COVID-19 should not attend.
5. Families should monitor their temperature before attending. Anyone with a fever of 100 degrees or greater or symptoms of possible COVID-19 should not attend.
6. Parents are encouraged to limit personal belongings of children to essential items: change of clothes, socks, undies and/or diapers. Cups/bottles must be clearly labeled with the child's name. For your convenience and peace of mind, consider placing items in a gallon Ziploc bag with the child's name instead of sending a regular diaper bag. Parents will have the option to leave the Ziploc bag in your child's cubby until the next time you attend.
7. No snack or food will be given. If water is needed, children will be allowed to drink out of their own personal cup brought from home. Cups will not be provided. Upon use, the cup/bottle will be returned immediately to their bag and will be sent home. Volunteers will wear gloves when a bottle is given.
8. Coming back to church will be a time of transition for you and your child. Separation anxiety as well as a wide range of emotional needs will be anticipated. Volunteers will be prepared to speak and act with patience, kindness, and love. Parents are encouraged to speak with your child before drop off to provide reassurance that you will be back and that you will be away from them for a short time. If your child is extremely upset and is not able to calm down after 10 minutes, a parent will be notified and asked to come and calm the child. (For added safety of others, parents will be asked to remain outside of the door and not enter the classroom.)
9. Children ages 4 & 5 attending Children's Church will leave the worship service at the indicated time in the worship guide. Children will sanitize their hands upon entering the room. It is recommended that one parent pick-up at the completion of Children's Church. Make sure to have the security tag available. Anyone without a security tag will be directed to the Director of Children's Ministry.
10. Please make sure to check communication sent from the church via email, social media, and website for the most up-to-date information.

C. Cleaning, sanitizing, and prevention

1. Upon entering the children's area, volunteers, parents, and children will need to wash and/or sanitize their hands. Hand sanitizer will be monitored for children at the classroom door.
2. Rooms will be cleansed and sanitized prior to arrival and after dismissal. Special attention will be given to frequently touched surfaces such as light switches, door knobs, counters, table tops, chairs, toilets, faucets, sinks, changing stations, toys, etc.
3. Any toy that is mouthed by a child, should immediately be cleansed and sanitized. Volunteers should wash hands after picking up a mouthed item.
4. Volunteers will wear gloves when wiping children's noses, diaper changing, assisting with the restroom, and feeding bottles. Gloves will be changed after contact with any of the above mentioned items.
5. The children's hallway will have safe distancing indicators as well as directional signs.

D. Diapering and Restroom Procedures

1. Children will be encouraged to use the restrooms before entering the classroom. Children needing to go to the restroom will be accompanied by an adult. The adult will check the restroom before the child enters and then remain outside of the restroom door. If a child (K4 and up) needs assistance, a parent will be notified.
2. We are very willing to cooperate with parents who are potty-training. Please make sure you communicate any information to the volunteer. If assistance is needed, an adult will leave the restroom door open and inform the other volunteers that they are assisting a child in the restroom. Please also make sure that your child has a complete change of clothing in their bag in case of any accidents.
3. Anyone over the age of 18 who feels comfortable, can change a child's diaper. We feel that this is a shared parent responsibility for both moms and dads. If you do not want an opposite gendered person to change your child, please let the Director of Children's Ministry know.
4. All needed supplies will be gathered before the child is changed. The volunteer will place a changing paper on the changing table and will wear gloves. A new changing paper and sanitizer will be applied before

changing another child. Gloves will be changed and discarded after each child. Volunteers will wash their hands after each child's diaper has been changed. Diaper changing will only take place on designated changing areas which are in full view of the room and other volunteers. A child will never be left unattended on a changing table.

5. After a child uses the restroom, a volunteer will disinfect the toilet, faucet, sink, and doorknob before allowing another child to enter the restroom.

E. Masks

1. Masks will be required for all volunteers and must be worn for the duration of the allotted service time. Masks must be worn to fully cover the nose and mouth. Masks will be available for volunteers if needed.
2. Parents must wear a mask while on the children's hallway. Masks must be worn to fully cover the nose and mouth. (Please remember to have your security tag available at pick-up. Anyone without a security tag will be directed to the Director of Children's Ministry.)
3. Children's wearing of a mask will be left up to the discretion of the parents.

F. Training

1. Volunteers will be required to attend virtual training. A copy of updated procedures will be given to all volunteers. A signed acknowledgement stating that they have watched and will implement all procedures will be required before anyone is allowed to serve.
2. We will continue to monitor local and state health and government guidelines and adjust accordingly. Please remember to pray for continued wisdom to meet the new and emerging challenges of ministry in this unprecedented time.

G. Wellness Policy

1. The SAPC Children's Ministry Wellness Policy remains in effect, with new modifications pertaining explicitly to the spread of COVID-19.
2. Any family or child who has a known exposure or tested positive to COVID-19 should not attend.

3. Families should monitor their temperature before attending. Anyone with a fever of 100 degrees or greater or symptoms of possible COVID-19 should not attend.
4. Any child who exhibits any symptoms of not feeling well, will be placed in a separate area away from other children. Parents will be contacted to come and pick-up the child immediately.

H. Modified Classroom procedures

1. For best safe distancing occupancy, there will be no more than 10 children per room with at least 2 adult volunteers.
2. For the added safety of others, parents will be asked to remain outside of the door and not enter the classroom upon drop-off and pick-up. Please remember to have your security tag ready at pick-up. It is encouraged for one parent to drop-off and pick-up their child.
3. Sharing of classroom items such as toys, books, crayons, scissors, etc. will be limited. After each use, items will be removed to be disinfected and sanitized.
4. Children ages 4 & 5 attending Children's Church will leave the worship service at the indicated time in the worship guide. Children will sanitize their hands upon entering the room.
5. Classrooms will be set up to encourage safe distancing by utilizing individual play areas. Play areas like the play kitchen and train table (where more than one child can play at time) will be monitored by volunteers and will not exceed more than three children at a time.
6. Any personal belongings of children will be kept in a specific cubby labeled with the child's name. Parents should encourage children to leave non-essential personal belongings at home or in the car.
7. A virtual Bible lesson will continue to be sent to families on Thursday of each week.

Sources: American Academy of Pediatrics, CDC, South Carolina Baptist Convention, Lifeway Kids, North Carolina Baptist Convention, Georgia Baptist Convention, PCA Committee of Discipleship Ministries, other local and state churches, SAPC Children's Ministry Wellness Policy