



Parent Manual

Greetings!

We're so excited that your child will be part of Treehouse Kids! We promise to provide a safe, loving environment where your child will be introduced to Christ and learn how to form a relationship with Him. We'll be doing that through age appropriate worship, lessons, and hands-on activities. If you have any questions, please feel free to talk to ask Kelly Stockstill, the Director of Family Ministries. We look forward to partnering with you.

In Christ,
Kelly Stockstill & the Treehouse Kids Volunteers

Safety and Security Measures

Our Volunteers...

1. Have all been background checked. This includes a criminal check, sex offender registry check, and a Social Security Number/Address verification.
2. Have all applied to be part of Treehouse Kids and have had a reference check.
3. Have all been trained in safety and security procedures.

Check-In...

We open at 10:15am. Please proceed to the second floor of the Eddie Mae Binion Center. Upon arrival, you'll be greeted by a Treehouse Kids volunteer working the check-in table.

You'll be asked to sign your child into the Treehouse. We'll then place a wristband on both your child and yourself – the parent/guardian. If you have more than one child, we'll write the 3-digit number on their nametags. There will be 1 number used for each family. Each wristband has a 3-digit numeric code. This code serves 2 purposes:

1) Security: That code is unique to your child. Your child will *ONLY* be released from Treehouse Kids when you come upstairs and show your wrist with the band still completely intact and on the wrist. We'll match the code to your child.

**Watch the Screen: If
You're Needed
Upstairs, We'll Page
You Using the Number
on your Wristband**

2) Paging System: If your child becomes ill, needs to use the restroom (if we are short staffed and cannot do a bathroom run), or if you are needed upstairs for any reason, we'll page you using this code. You'll see it appear on the top right corner of the screen. If the number on your wristband appears on the screen, we need you upstairs immediately.

After securing wristbands on both parents and children, we'll put a name badge on the child (so teachers know his/her name) and (if applicable) on diaper bags. If there are any special instructions (allergies, feeding times for babies, etc), let us know and we'll write that on the name tag so the teachers know.

**Please DO NOT Remove
Your Wristband Until a
Treehouse Kids Volunteer
Has Seen it**

Check-Out...

The same parent/guardian who checked-in the child needs to come upstairs to check your child out of Treehouse Kids. You'll go to the appropriate classroom (nursery, preschool, or elementary) where you'll be greeted by the lead teacher for that class. We'll match your number on your wristband to the number of your child on his/her wristband or name tag. When we see a match, we'll release the child. Please do NOT remove your wristband until a volunteer has seen it on your wrist, and has paired you with your child.

If the wristband is missing, stretched, ripped in any way, or altered...

have your Driver's License or another photo ID ready: We'll check the name of the person who checked in the child against the drivers license presented. This is to protect the child and guarantee that we release the child to the appropriate person, and this **MUST** be the person who checked-in the child.

**If Your Wristband
Looks Altered, We'll
Ask to See a Photo ID
Before You Can
Check Your Child Out**

Bathroom and Diaper Changing Policy...

Bathroom Policy: We have a 2 adult policy: no child will be alone in a room with a Treehouse Kids volunteer. This is for the protection of the children and our volunteers. Since the kid's restroom is not in the same room as where we hold classes, we need to partner with parents:

Preschool and Elementary: If we do not have enough volunteers to keep our 2 adult policy both in the classroom and in the restroom, then we will need to have parents take children to the restroom. If a child needs to use the restroom and we are understaffed, parents will be paged using the numeric code on your wristband. If we have enough background checked volunteers, then 2 adults will escort your child to the restroom.

**We May Need to Page You During Service to
Take Your Child to the Restroom**

Diaper Changing Policy (birth-2 yrs old): Our nursery workers will be able to change diapers without paging parents, as that can be done in the nursery and we are able to

maintain a 2 adult policy. The diaper changing table is sanitized after each changing. If there are special instructions for your child, please indicate on the name badge upon check-in.

Health Policies

Sickness...

If your child is sick, or has had a fever in the last 24 hours, we ask that you do not bring them to Treehouse Kids. We promise the same of our volunteers: if they're sick, we'll have a substitute come in.

Allergies...

Please notify us of ANY allergies your child may have. Additionally, because of allergies of other children, please do not give your children food to bring into the Treehouse. We will provide snacks to Preschool and Elementary, and they will be on the check-in table every Sunday. Check the ingredients list, and notify the check-in volunteer of any allergies.

Clean and Disinfected...

We disinfect all toys and surfaces each morning and after each service.

Emergency Procedures

Emergency Evacuation...

If we must evacuate the building during service, Treehouse Kids will meet parents in front of the building. We ask that you do not come upstairs to check your child out, as we need to focus on getting all children outside safely and quickly-while maintaining our check-out policies/procedures. Our teachers will have signs and children will be grouped by grade level. Please go to each grade level and present your intact wristband to pick up your child once you're outside.

Emergency (where evacuation isn't necessary)...

Please come upstairs and check your child out as usual.

Growing in Faith and Love

We appreciate your help, and are excited to have your child as a part of Treehouse Kids! Thank you for adhering to our policies and procedures, making this a safe and secure environment for our kids and volunteers.

If you have any questions, please contact Kelly Stockstill, Director of Family Ministries. She'll be available on-site every Sunday. She's also available during the week at Kelly@middletreechurch.com.