



Creekside Fellowship Pre-School Policies and Procedures

1. **Volunteers** – all pre-school volunteers must have a valid background check on file at Creekside Fellowship.
2. **Age Range** - only children ages birth -5yrs old (not attending Kindergarten) can attend an age appropriate pre-school session.
3. **Check in** – all pre-schoolers must be checked-in at the pre-school welcome desk before entering their session. A name badge will be printed and placed on the child's back, and a security badge will be given to the parent/guardian. If a child does not have a name badge, the parent/guardian will be requested, by the pre-school volunteers, to return to the pre-school welcome desk to obtain a name badge and security badge.
4. **Check out** – all pre-schoolers may only be picked up by a parent/guardian who has a valid security badge matching the code on child's name badge. The child must stay in the room for the **entire session**, with only 3 exceptionable circumstances:
 1. The child will be leaving the Creekside Fellowship campus with their parent/guardian who picks them up using a valid security badge.
 2. The child is picked up by a nursing mother, with a valid security badge, for feeding purposes. Arrangements can be made for a discreet, secure location for nursing.
 3. The child is hurt, inconsolable, or causing harm to the pre-school volunteers or other class members. The parent/guardian with a valid security badge will be notified and brought to the child's room. A hurt child may stay in the session with signed permission of the parent/guardian. An inconsolable child, or child that is causing harm to the pre-school volunteers or other class members must be removed for the remainder of the session by the parent/guardian with a valid security badge.
5. **Incident Forms** – if a child is hurt, or hurts another child, the pre-school volunteer must fill out an incident form. A copy of the form will be given to the parents/guardians and the originals will be kept on file at Creekside Fellowship. If any medical attention is required, including all head injuries and cuts that cannot be covered by a small bandage, the parent/guardian with a valid security badge will be notified immediately and brought to the child's room to assist in providing care for the child.
6. **On-Campus presence** – all pre-school children must have a parent/guardian, with a valid security badge, remain on Creekside's campus for the entirety of the child's session attendance.