



The R.O.C.K. DROP-OFF and DISMISSAL PROCEDURES

INFANT & TODDLER NURSERY

- a. Parents are discouraged from bringing sick children to the nursery.
- b. Ideally, we would like you to drop-off your child and his/her diaper bag to either an Infant or Toddler Worker at the door. However, we understand that there will be occasions when you may need to take your child and his/her belongings into the room yourself. We ask that only 1 adult go into the room.
- c. When you bring your child to the Infant or Toddler Nursery, please make sure to write your child's name on the sign-in sheet. We have numbered pagers that are available for your use to notify you if there is a concern with your child. The pager will vibrate to alert you if there is a concern with your child.
- d. If you have not done so already, please fill out a registration card for your child. This card will let us know about your child's sleeping and eating habits, as well as any allergies or other concerns that we need to be aware of. If you have filled out a registration card, please take a moment every couple of weeks to see if any information needs to be updated (i.e., feeding time, change in diet, new naptime, etc.)
- e. For the safety of your child and the other children that are under the care of our Infant and Toddler Nursery Workers, it is important to list on the registration card those adults who have permission to pick-up your child from the Infant or Toddler Nursery. Infants or Toddlers **will not** be released to anyone who is not listed on the registration card.
- f. Please make sure that **ALL** of your child's belongings are labeled with their name.
- g. When you return to pick your child up after the service, please wait at the door until one of the Infant or Toddler Nursery Workers brings your child and their bag to you. If for some reason you must go into the room, we again ask that only 1 adult enter the room.
- h. Please give your pager to the Infant or Toddler Nursery Worker when you pick up your child.

2's and 3's, PRE-K & K, and ELEMENTARY GRADES

- a. Children in 2nd Grade and below should have a parent walk them to class, unless prior arrangements have been made with the parents. Children in 3rd – 5th Grade may report to their class on their own.
- b. Children in 2nd Grade and below should remain in the classroom until they are picked up by a parent, unless prior arrangements have been made with the parents. Children in 3rd – 5th Grade may be dismissed on their own. However, if you prefer to pick up your child from their classroom, just let their teacher know.
- c. Parents are reminded that it is important to pick up children immediately after the Sunday School hour unless special arrangements have been made.
- d. Parents are also asked to advise teachers/volunteers of individuals who have permission to pick up their child.

TODDLER TUESDAY, WONDERFUL WED. & SUN. NIGHT J.A.M.

- a. These are weekly ministries that are offered to the various age groups within **The R.O.C.K. Children's Ministry**.
- b. As with all other areas of ministry to children, it is important to remember that we must have a registration form for each child that participates in the activities and ministry of **The R.O.C.K. Children's Ministry**.
- c. Children should **never** be "dropped off" by a parent/guardian. All children should be escorted to the proper room or meeting area when participating in one of the weekly ministry events.
- d. Children are **not** allowed to leave the facility, room, or meeting area without the group leader's permission. **This policy should be reinforced by parents so that the safety of our children is maintained.**
- e. Children participating in one of our weekday ministries must be signed-out by the parent or guardian that has been specified on the registration form. Children **will not** be released to anyone who is not listed on the registration form.
- f. If a child needs to be picked up at a different time or by someone not listed as an authorized pick-up person, parents need to call the church office and/or send a written note verifying the change.
- g. If an unauthorized person arrives to pick up a child, the volunteer, leader, or ministry director shall make a reasonable effort to clarify the situation before the child is released after obtaining information such as the name, relationship to the child, and description of the individual.

LOCATION OF ROOMS AND MEETING AREAS FOR THE R.O.C.K. Children's Ministry

Infant Nursery..... Rm. 114/115
 Toddler Nursery..... Rm. 116
 Children's Church..... Children's Library or Social Hall

Sunday School

2 & 3 Year Old..... Rm. 108
 Pre-K & Kindergarten..... Rm. 207
 1st & 2nd Grade..... Rm. 206
 3rd & 4th Grade..... Rm. 209
 5th Grade.....Rm. 210

Weekly Ministries

Toddler Tuesday..... Children's Library
 Wonderful Wednesday..... Family Life Center (located across the street from the church)