Overview of Safety Policies and Procedures

We have the awesome privilege and responsibility to spiritually nurture and protect the children attending VBC.

Class Room Guidelines:

Appropriate - Minimum of two non-related care providers at all times. Yes, a youth helper counts. Can't start checking in kids until then!

Inappropriate -Care provider alone with a child.
Release of a child out of the class on their own. An adult or youth helper (6th grade and

Discipline Guidelines:

Appropriate -Praising specific behaviors you want to see in your group up) should pick up campers. Make sure you have on your attendance sheet (carpool, etc.) so you know who has authority to pick up other than parents.
(i.e., "good listening", "thank you for waiting").
A firm gentle voice addressing and redirecting the behavior (i.e., "you are running; walk, please"). Age appropriate "time outs" or withdrawal from activity.

Inappropriate - Corporal punishment of any kind.
Any words or tone that would cause a child to think he/she is a "problem", rather than a specific behavior being addressed (i.e., screaming at a child).

Physical Contact Guidelines:

Appropriate - Physical contact of: non-demanding, gentle touch of shoulders, hands, arms, head or back; sitting child on leg (appropriate only at preschool or kindergarten age level); "high fives" or shaking hands.

Inappropriate -Physical contact of: kissing; demanding hugs and kisses; touching chest, genital region, upper legs, buttocks, waist, stomach; sitting child in center of your lap; sitting child between legs; sitting child above age 6 on one or both legs; piggy back rides; seductiveness or suggestive contact. Physical contact of any kind which is done for the pleasure or satisfaction of care provider. Any touching used to express power or control over a child.

Bathroom Procedures:

Infant:

Appropriate -Diapering should be done in the Nursery by a parent/legal guardian or by a paid staff person.

Inappropriate -Diapering in a secluded area or without the presence of other care providers; bathroom doors closed.

Toddler-Potty Training:

Appropriate -If a toddler has an "accident" in underwear/clothing, only the parent/legal guardian may change the clothing.

Bathroom Procedures continued:

2 to 5 year old:
Appropriate -Permission granted to use facility unless special help is required. After the care provider has ensured that the bathroom is clear, the care provider should wait outside the bathroom door, which will remain slightly open. Child may require some assistance with buttons or zippers.
Inappropriate -Closed-door situation with a child. "Helping" without a request for assistance from the child.

Kindergarten Age or Older:
Appropriate - Permission granted to use facility; unless special help (if a child has temporary physical limitations, i.e., broken arm, crutches, etc.) is required. After the care provider has ensured that the bathroom is clear (from adults), the care provider should wait outside the bathroom door, which will remain slightly open.
Inappropriate - Closed-door situation with a child; accompanying child inside the bathroom when special help is not required.

Evacuation Procedures for Tornado, Fire and Intruder:

- Inside each room, near the door there is a colorful booklet labeled "**Emergency Quick Reference Guide**". This booklet lists everything you will need to know in case of an emergency. It includes evacuation plans specific to each room so you'll know exactly where to go. Please take a moment to familiarize yourself with your room's procedures.