

Policies & Procedures for Central Students

CHECK-IN & DISMISSAL

Students can arrive in their small group spaces no earlier than 10 minutes prior to the start of their small group (either 5:20 or 7:20). SGLs will take attendance. Students will be dismissed after group is finished (6:15 or 7:30)- parents are welcome to join or be there for their student at dismissal, otherwise they will find you in the parking lot.

RESTROOMS

Students, please try to use the restroom before your small group begins. If you need to use the restroom during group time you must notify your leader and return promptly.

ALLERGIES

Be aware of the allergies of your few- especially peanut allergies. During group times when you are giving out food, double check with each student to make sure they aren't allergic to anything you're giving.

DISCIPLINE

If you have a student that is not following the guidelines; being respectful of the volunteers, themselves and others. Using kind words, keeping their hands to themselves and being helpful to each other~ try first directing the student's behavior. If that doesn't work have a plan in place to contact the Team Lead, Central Rep, Director, or Staff so they can handle the situation apart from small group.

FIRE EVACUATION PLAN

In the event of a fire please walk across the parking lot in the crosswalk to Building B. SGLs will need to keep their group together and do attendance once at safe location. Parents can check on their students after attendance has been conducted. Listen for further instructions from the Director. **DO NOT GET YOUR STUDENTS.** If you are in Building B, walk to church.

LOST STUDENT PROCEDURE

Should a child get lost after they have been dropped off, notify the Director immediately. You may need to shut down the environment and not let anyone in or out until the student has been found. Be sure to share what the student is wearing and let staff and volunteers know what to be looking for.

ELECTRONIC DEVICES

We are asking that all electronic devices be kept at home during small group times. If a cell phone is brought to group it will be stored in the group holder and remain there until the end of the group.

**SGLs are mandatory reporters- required to report to Director and/or Church Manager*