

Capilano Christian Community

- called to celebrate *Christ* and change lives -

CapSafe Arrival, Dismissal, Emergency Exiting, & Washroom Procedures

🌿 A Handout For Parents Of All CapKids 🌿

🌿 Also part of the CapSafe Orientation for All CapKids Volunteer Workers 🌿

Dear Parents of CapKids:

Your cooperation is required with your children and all of our CapKids so that our children are safe in all aspects of their involvement at CapChurch. Please take a moment and familiarize yourself with the CapKids Arrival, Dismissal, Emergency Exiting, and Washroom Procedures so that you will understand your responsibility with your children and our CapSafe procedures.

Arrival and Dismissal

1. Parents and/or guardians shall not leave children in any part of the building, without ensuring that approved CapKids workers are present. A CapKids approved worker will receive your child for CapKids Church.
2. Parents of preschool children shall accompany their children to the annex classroom when the children are released from the worship service to go to their CapKids classes. Parents shall pick their children up from the annex immediately after the worship service has finished unless otherwise instructed in the service or on the PowerPoint
3. Parents of school age children shall accompany their children to the Mulgrave Annex and hand them into the care of the CapKids leader or a CapSafe approved worker, identifiable with a CapSafe nametag. Parents shall pick up their children from Annex at by making contact with their child's shepherd or CapKids Program Director immediately after the worship service has finished unless otherwise instructed in the service or by the PowerPoint directions.

Emergency Exiting at Mulgrave

1. Parents are instructed **not** to come through the building to retrieve their children, but to exit Mulgrave to the front of the building [the south or "ocean view" side]
2. Cap Shepherds and CapKids teachers will take their assigned class out of the building by the nearest safe exit to the north parking lot [the "uphill" side of Mulgrave]. CapKids Program Director and the Sunday Morning Administrator will search Mulgrave to the extent possible (halls, main floor and 2nd floor, annex classrooms) before they exit the building.
3. Once all CapKids have assembled on the north parking lot and the CapKids Coordinators will make sure that all CapKids are present and accounted for (conduct a roll call or head count and compare it to class attendance for that day); the CapKids Program Director will invite the parents up from the south parking lot

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[ocean view side of Mulgrave] to gather their children. Children will be released only to their parent or guardian.

Washroom and Diaper Changing Procedures

1. Nursery Children

- 1.1. Parents shall see that children have clean diapers upon arrival, and shall change diapers as needed.
- 1.2. In the event that a worker must change a diaper, the changing must always take place in such a way that another nursery worker can easily see the child that is being changed, as well as the other children and workers in the room.

2. Preschool children

- 2.1. One worker will prop the washroom door open, while remaining outside the washroom.
- 2.2. No worker shall be alone with a child in a washroom, or enter a washroom cubicle with a child and shut the door.
- 2.3. Where a child needs assistance in a washroom cubicle, the adult worker shall ensure that this takes place outside of the cubicle with another adult or classmate present within visual contact.
- 2.4. As a general rule, male workers shall not assist children in the washrooms.

3. School-aged children

- 3.1. Children eight years of age and younger shall be accompanied to the washroom by an adult worker and or another child of similar age or older. The worker shall check the washroom for other occupants, and if it is safe, prop the washroom door open and remain outside the washroom until the children are finished. The worker shall call the child's name if they are taking longer than seems necessary.
- 3.2. Workers shall not enter a washroom cubicle with any child or youth and shut the cubicle door.
- 3.3. Children nine years and older shall leave to use the washroom with a buddy with the expectation that they are to return to the CapKids program immediately.