

## V. (b) SUNDAY SCHOOL HANDBOOK

### **Accident Reports:**

In case of any accident resulting in injury to a child, the teacher who observed the incident will complete an Accident Report Form. Accident Report forms are located in the Sunday School closet. The parent who retrieves the child will need to sign the Accident Report acknowledging that he/she has been informed of the incident. All signed Accident Reports will be turned in to Sunday School Superintendents.

### **Bathroom Procedure:**

Children under the age of seven will not be allowed to use the restroom without an adult escort. If the child is a different gender than the escort, the escort will stay at the restroom door until the child is finished. Children will be provided as much privacy as possible and may only be assisted when absolutely necessary. The restroom door will remain slightly open when a child is using the facility.

### **Bio-Hazard Handling:**

If any incidence occurs which results in disposal of blood or body fluids, the bag will be securely tied and marked with a red "Bio-Hazard" tag before being placed in the outdoor trash cans. Tags are located in the Sunday School closet. A First Aid Kit is available in the Sunday School Closet. Anyone handling blood as the result of an injury should use caution and wear gloves to treat the injury, regardless of the severity of injury. Gloves are located on the walls in each classroom and bathroom.

### **Dismissal Procedures:**

No one under 4<sup>th</sup> grade will be dismissed without a parent, guardian, or prior written permission of parent or guardian.

### **Doors:**

With the exception of the main entrance, doors to the outside of the building will remain locked at all times.

### **Emergency Evacuation Procedure:**

In the unlikely event of a fire emergency, all children will be accounted for and then escorted by the teachers and assistants outside the building to the farthest side of the parking lot. Parents may not retrieve them until all students are accounted for on the far side of the parking lot. Parents must inform the teacher that they are retrieving their child. In the case of a tornado, all children will go to the hallway outside of the Adult Forum Room, face the wall on their knees, and cover their heads with their hand until further instructed.

### **Monitoring of Students and Staff:**

All rooms will have a minimum of two staff persons present at all times or will be monitored by Sunday School Superintendents every 15 minutes throughout the Sunday School period.

### **Peanut Policy**

Gloria Dei is a peanut free facility. Please do not bring foods containing peanuts into Sunday School, or any off premise outings.

## **V. (c) OFF PREMISE OUTINGS & TRANSPORTATION**

The leader any off premise event will make sure that each vehicle has working seat belts and that the number of working seat belts of the vehicle(s) being used is sufficient for all passengers. The leader will also obtain the required information as noted below and place it in a folder labeled "Outings & Transportation" in the church office.

When transporting of youth any person driving must present proof of insurance and a copy of a valid driver license. Said documents must be filed as noted above in advance of the outing. All drivers transporting youth must be 18 years of age or older.

In the event that a youth (over the age of 16 but not yet 18) desires to drive to an off premise function, they have to adhere to the above rules and may only transport themselves or members of their immediate family.

All youth attending an off premise event must provide the Church office with a permission letter signed by their parent or guardian for each event. Said permission letters are to be stored in the above referenced folder. An annual permission letter is acceptable for allowance of a youth to attend any council approved youth event. This letter is to be maintained by the Church office or Youth Director.

Each event lasting beyond one hour in duration will be supervised by at least two adults. For shorter events such as a Sunday School class off premise breakfast gatherings may be attended by only one adult.