

The Children's Ministry of Harvest Bible Chapel Visitor Information Sheet

WELCOME!!!

We appreciate you entrusting your most prized possessions to us today!

Your Child's Security

- At Harvest, we have a security system in place to keep your child safe. After completing the Visitor Registration Card, each family will receive two stickers for each child and one claim sticker for the entire family. The **first sticker** is the temporary I.D. badge. It should be worn by the child. The **second sticker** is the check-in voucher. This voucher should be taken to the child's classroom and given to the Anchor (classroom leader). No child will be allowed into the classroom without these two stickers. The **third sticker** is the claim stub. You must bring this stub back to your child's class at the end of service in order to "claim" your child. Children will not be released from the classroom without this sticker (or permanent photo I.D.) and a signature. Only adults and family 16 years and older can check-in and check-out children.
- Families may apply for permanent *Higher Ground* I.D. badges at any time by filling out a Student Information Sheet which is available at the *Higher Ground* check-in table.
- Our *Higher Ground* volunteers go through a process that includes an application with a criminal background check, orientation, and on-going training. All of the adult and student assistants in our classrooms are volunteers that serve with no monetary compensation.
- To help insure that children are properly cared for, we closely follow appropriate adult to child ratios. We ask all parents of *Higher Ground* children to assist in this ministry in some way.
- Parents are not allowed in the classrooms during check-in and check-out.

Your Child's Safety

- Safety begins with a clean and safe facility. Toys and rooms are cleaned every week.
- Key volunteers are trained in health and first aid.
- We have at least two volunteers in each room, and we monitor ratios of adults to students.
- Children and volunteers are expected to be in good health while attending *Higher Ground*. This aids in maintaining and creating a safe and healthy environment to promote learning, fun and comfort.
- *Higher Ground* is available only for those attending a worship service, or serving in *Higher Ground*. Please do not leave the property until you have resumed responsibility for your child.

Your Child's Experience

- We group children according to development similarities. Starting with our infants and going through third grade, we organize children in age categories that will complement their developmental journey. Please consult the *Higher Ground* signs to locate your child's room. After the service, go directly to your child's room to pick up your child. We welcome you to fellowship after the service as a family.
- As you know, it is normal for the littlest ones to cry when leaving a parent. Older children may also feel unsure when entering a new situation without their parent. This does not last long, and separation becomes easier over time. Our teachers will immediately create interest in a toy or activity and give assurance that you will return. If your child cries for an extended period of time or if we need you for some other reason, we will page you: your child's security number, found on both the check-in voucher and the claim stub, will be displayed in the corner of the video projection screen used during the service. If you see your child's number displayed, please leave the service immediately and go to the *Higher Ground* check-in table.
- Classrooms will open approximately 15 minutes prior to service.
- A restroom break is scheduled during each class time. However, it would be helpful if you take your child to the restroom before class begins.
- Snacks will not be provided in *Higher Ground*.
- A labeling station is provided outside the Infants/Crawlers and 1's & 2's rooms. Please label all personal items (passies, bottles, sippy cups, etc.).
- Stroller parking is available to the right of the *Higher Ground* check-in table in the hallway.

