

2021-2022 HALL MONITOR INFO EMAIL

Good day Hall Monitor volunteers! Sunday School and Nursery are set to begin September 12th! Read on to learn more about:

- Hall Monitor duties
- Covid-related protocols
- Schedule
- Plan to Protect Refresher/Orientation dates

HALL MONITOR DUTIES

Can't remember what the Hall Monitor is supposed to do? Duties are attached. Please read as there are some changes with our new ☆KIDSCHURCH☆.

COVID PROTOCOLS

Please email Dawnelle if you would like a copy of the Nursery and Classroom Covid-19 Protocols. The only part that applies to Hall Monitors is the requirement to wear a mask at all times.

WHEN DO I START?

Schedule is attached! If unable to make your scheduled day, phone numbers are included of all the volunteers to arrange a date swap.

PLAN TO PROTECT (mandatory for all volunteers)

REFRESHER: *a 1 hour re-fresh for those who have taken the initial Plan to Protect Orientation*
📍September 19th @ noon (bring a bagged lunch and we'll "refresh" right after church)

ORIENTATION: *a 2-hour orientation discussing child abuse and prevention*

📍September 28th @ 6:30-8:30pm @ WBC

Thanks for your time! Oh, and one more thing...

  **THANK YOU FOR VOLUNTEERING!!!**  

We're excited to be starting Sunday School again, seeing friends and families and offering this ministry to help further the kids' faith development! Thanks for being a part of this 😊

Keep me posted if you have any questions, concerns or suggestions,

Dawnelle
780-779-7925

Hall Monitor Duties for Nursery and Sunday School

**Masks are mandatory at all times in all indoor public spaces. Please ensure you are wearing your mask.*

1. Check that the nursery and classrooms have two, Plan to Protect approved, ministry leaders.

- If a classroom does not have the right amount of ministry personnel, use the list to the right of the Sunday School schedule to find someone attending service today that could fill in, in the classroom.
- If no one can, leave the classroom door open and increase the frequency in which you check classes

2. Walk the Sunday School/Nursery halls at least twice throughout the service.

- Look inside classroom windows
- Teachers may need your help to take a child to the washroom

**If it is KIDSCHURCH, no need to patrol classrooms, but please check into the sanctuary to ensure there's adequate supervision and if anyone needs to be escorted to the washroom*

3. Have your cell phone ready for any bathroom emergencies.

- Ministry personnel will use the Sunday School schedule to access your phone number for assistance between your patrols
- Nursery and pre-k children must be escorted to the washroom.
(May have to ask for assistance from another approved ministry personnel, not working, so as not to leave a classroom short of required personnel.)
- Grades 1-6 can go to the washroom alone.
- See below for bathroom guidelines.

4. Check attendance and hand in attendance sheets.

- Check with ministry personnel that attendance sheets have been completed
 - Children, teacher and helper have been recorded
 - Any occasional visitors have been documented
 - Nursery and Pre-K children have been signed in and out correctly
- Collect and turn in the day's attendance sheets to the silver, wall folder-holder in Pastor Clayton's office

Washroom Guidelines for Preschool Children:

1. Preschool Children are not to go to the washroom alone.
2. One of the following will be adhered to when accompanying preschool Children to the washroom:
 - Two (2) Ministry Personnel escort one or more Children to the washroom OR
 - One (1) Ministry Personnel escort one or more Children to the washroom with one (1) Hall Monitor appointed to assist with washroom and security duties.
3. Ministry Personnel are never to be alone with a Child in an unsupervised washroom and they are never to go into a cubicle with a Child and shut the door.
4. When a preschool Child needs assistance in a washroom, Ministry Personnel may only enter the washroom cubicle to assist following these guidelines:
 - a. When preschool children need assistance in the washroom, an adult may enter the washroom cubicle to assist only when a second adult is within visual contact. If this is not possible, inform another adult when taking a child to the washroom and when returning.
 - b. Ministry Personnel will take into consideration the privacy of the Child.

**When possible, be distanced from the child and if more comfortable, you can wear a mask*