



## **FREQUENTLY ASKED QUESTIONS ABOUT THE SUMMER FUN PROGRAM FOR CHILDREN**

### **What if I need to purchase supplies for my session?**

If you wish to be reimbursed, please save the receipts for purchases and submit them with an expense claim form available in the office. There is a limited budget for the children's program and we appreciate efforts to economize when making purchases. Children's program staff and volunteers are grateful to the many generous members who do not seek reimbursement, making a gift of their small purchases on behalf of the program.

### **What if I cannot attend on my assigned day?**

Possibly you and another volunteer could "trade" dates? Please check the schedule included in this package. If you are unable to arrange a substitute, please call the person with whom you are paired so that they will know in advance that a second person must be recruited.

### **What if my partner cannot attend?**

If you know in advance that a second person must be recruited, check to find out if other supporters of the Summer Fun program on the list provided have been contacted.

Alternatively, you might:

- arrange in advance for a friend or acquaintance who attends church regularly and is known to many in our congregation to accompany you.
- try to recruit a volunteer on Sunday morning. You could explain the circumstances, outline our "two-responsible-adults" policy and ask a parent who arrives with their child on Sunday to stay as a second person. Please remember to thank the last-minute volunteer for changing their plans.

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### **What if the activities run out before the time runs out?**

Some suggestions: choose a story book from the library or volunteer centre to read to the children or ask the children to draw and colour a picture of their favourite thing about summer.

### **What if a child has difficulty staying with the program?**

If a child is upset, one adult should attempt to calm the child while the other carries on with the program and attends to the needs of the group. Sometimes, offering to go to the kitchen with a child for a cup of juice allows an opportunity for calming or to gently enquire` (away from others) about what the child needs in order to return to the program.

If there are behavioural difficulties - please consult the “sequential response” protocol included with this package. As a last result, one adult might take the child to the sanctuary doors and ask the child to point out their parent so that the parent can be quietly approached and asked to come out into the foyer to attend to their child.

### **What if there is an emergency?**

Staying calm will allow you to be of greatest help to everyone. One adult should stay with the group and/or injured child while the other goes for help. There is a first aid kit on the wall next to the sink in the children’s area, and another near the mail slots across from the adult washrooms in the foyer. Phones are located in the kitchen, in the volunteer centre and in the office. A fire extinguisher is located next to the exit in the children’s area. If medical attention is required, deliver a note to the speaker asking that s/he announce the need for a medical professional.

### **What about cleaning up?**

Please involve the children in putting away supplies and leaving the space as you found it. Children enjoy helping and like to be praised for a job well done. Cleaning supplies, brooms and mops can be found in the custodian’s closet between the children’s washrooms. A key is located on top of the mail slots across from the adult washrooms.

