

## Special Needs Assistance Parent/Child Guidelines:

### To receive assistance:

- **Parents agree to fill out a special needs questionnaire for their child.** It will help EBC special needs volunteers understand how they may assist. (Available online, at Kids' Check-in, or at Information Central.)
- Based on the special needs questionnaire assessment, a volunteer representative will be in phone contact with the family to establish type of assistance. If a Side-By-Side volunteer is needed but not immediately available, for a safe, positive experience, we ask that the child does not yet attend kids' programming until a match is found.
- The child must be between birth-grade 5 (up to age 12). *\*Age exceptions are rare and are only considered in unique circumstances. We hope to expand to mid-week programs for grades 6-12.*
- Behavior is such that it is agreed it can be accommodated and managed in the environment we have to offer within the inclusion model.
- Medical or behavioral needs may be beyond the capability of our volunteer staff. In some cases, we may determine that we are not able to offer assistance, and reserve the right to decline volunteer services in those circumstances.
- If the family wishes to provide their own personal care assistant (PCA), we will need to run a background check which is required for all adult kids' ministries volunteers, and for the PCA to work within the established guidelines of kids' programming and special needs assistance.

### To begin:

- **We request that a parent or guardian remain with the child on the first day with a Side-By-Side volunteer to provide a smoother transition and make the child, parent and volunteer feel at ease. If a Room Assistant is the type of assistance determined, we request that a parent consider attending for at least the first 10 minutes of kids' programming on the first day.**
- We encourage parents to bring their child to the same church service/ministry program each week. This allows consistency with volunteers.
- Once paired, scheduling and communication with a Side-By-Side volunteer is maintained between the family and the volunteer. The volunteer coach is notified in case of volunteer/family transition or when requesting additional resourcing needs.
- If diapering is required beyond age 5 or in special circumstances, parents will be notified and must agree to handle this for their child.
- All policies within the kids' ministries (check-in, well-child, discipline, safety, emergency) are also upheld by those using special needs assistance.
- Parent establishes with the Room Assistant or Side-By-Side volunteer how/if they desire to be communicated with regarding their child's experience for the hour.