



Sardis  
Doorway  

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Celebrating 30 years

## **Information for Mothers**

**2018-2019**

**Program Director (Karin) 604-819-6556**

**sardisdoorway@shaw.ca  
www.sardisdoorway.com**

**ORIGIN OF DOORWAY** - Sardis Doorway is an interdenominational faith based service, formed in 1986 in response to the needs of single mothers with preschool children in the Sardis and Chilliwack area.

Except for Program Director, all staff are volunteers  
The program is funded by donations and various grants.

All services are free.

### **MISSION STATEMENT**

**Sardis Doorway: where volunteers work together to support single and High-Risk mothers and their preschool children as an expression of God's love**

Sardis Doorway is a faith based program with volunteers coming from over 10 area churches

**OUR PURPOSE** is to provide a safe place for high risk mothers of preschool aged children who are living in very stressful situations to experience love, care, and community through physical, emotional, intellectual, and spiritual support.

Families are considered high risk because of addictions, abuse, mental or physical illness, lack of education or opportunities or are parenting alone

We believe that women who are raising their children on their own or in stressful situations have a significant, daunting task, and we are here to be supportive, and to give you a break from the constant demands of parenting.

#### **Vision Statement:**

The vision of Sardis Doorway for Mothers & Children Society is ~

That every child who attends Doorway has the support and resources they need to reach their full developmental potential

That every parent who attends Doorway has the support and resources they need as they work towards health and self reliance

That every volunteer who volunteers at Doorway knows that they are valued for the person they are as well as the work they do

That everyone who is connected with Doorway ~ as a participant, volunteer or contributor will know their God-given worth and recognize the gifts they can contribute to their community

# **WEDNESDAY MORNING SCHEDULE**

- 9:00 - 9:20 Staff Meeting for volunteers
- 9:30 - 12:30 Nursery, Toddler, & Preschool Aged Children's Program,  
Includes snack & lunch
- 9:30 – 11:50 Mothers program time ~ variety of workshops, activities,  
opportunities. Full Participation is expected.
- 11:50 - 12:25 Moms lunch ~ Fireside Room;  
Announcements, Birthdays
- 12:25 -12:30 Pick up Milk and Children

**Program begins at 9:30**

**Please arrive on time so you and your child are able  
to participate in all aspects of the program.**

*All participants in the Doorway program are expected to arrive on time, maintain steady attendance and participate fully in the workshops/activities that are being offered while at Doorway. If you are unable to fully commit to the program at this time, we will suggest other forms of support and free up their spot for someone on the waiting list.*

# **Children's Program**

***At Doorway, we recognize that you (Mom) know your child the very best. Thank you for entrusting us with your precious child. We want to work with you to help your child reach their full developmental ability.***

The children are divided into groups according to age, and name-tags are color coded in the following way:

Upstairs: Nursery – no name tags (masking tape is available), Purple -1 yr, Yellow - 2yr;  
Downstairs: Green, Red & Blue preschoolers

The children participate in age-appropriate activities, and each group has leaders who stay with them the entire morning. We will keep you informed about what they are learning.

## **ALL MOTHERS ARE REQUIRED TO STAY ON THE PREMISES.**

**If for any reason a you have to leave while her child/ren are at Doorway, permission must be obtained by the Program Director**

**SECURITY AND SAFETY OF CHILDREN** - The well-being and safety of your child is of utmost importance to us.

When you arrive, please "sign in" each child on the attendance record on the foyer table. In addition, nursery & toddler aged children(those upstairs) must also be signed in on the sheet outside their classroom door.

***It is expected that only Mom is to pick up her child/ren promptly at the end of the program day. If your child has to be picked up by anyone other than yourself, permission must be given by the Program Director (request in writing stating who is picking up the child and the reason why) You must also advise the Child's group leader of the change.***

If a child is not picked up at the end of DoorWay and we cannot reach you, The Ministry of Children & Family Development/Child Protection will be called.

All childcare volunteers at Doorway have cleared a Police Information check and application process.

**ALLERGIES** - If your child has a medically diagnosed allergy, please make sure a red allergy label is put on the child's name tag. Be certain to let the Children's Program Coordinator (Torrey) know if there are any changes in the future.

**IMMUNIZATION RECORDS** – We request that all immunizations are up to date. To make an appointment call the Health Unit at 702-4900. If you choose to not immunize your child, information will be given to you by the Program Director outlining your responsibilities.

**ILLNESS** - Please do not bring children who have **fever, vomiting, diarrhea, earache, discharge from eyes, or any infectious disease.**  
If your child becomes ill during the morning, we'll ask you to take your child home.

Volunteers cannot administer any medication at any time (with the exception of Epi-Pens for severe allergic reactions) If your child needs any medication, you will need to come and administer it to them if necessary.

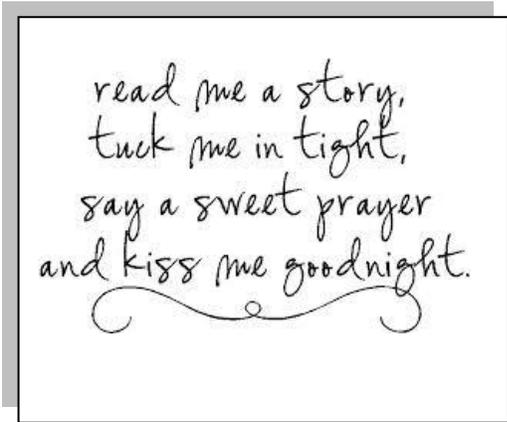
**GUIDANCE AND DISCIPLINE WITH CHILDREN** - The responsibility for the children while they are at Sardis Doorway is the Volunteers'. If your child is having a difficult morning, it is not a reflection on you, and you don't need to worry about it. We follow the principles outlined in the booklet "Guiding Children's Behaviour" published by the Ministry of Health Services.

If consequences for inappropriate behavior (such as hitting, biting, shoving & belittling) are necessary, the child will be removed from the group, and will spend some one-on-one time with a volunteer, to read a story, go for a walk, or have a talk.

If a child is having a very difficult morning, we will call you. We want to work WITH each other to ensure the well-being of your child.

**CHECKING ON YOUR CHILDREN** - Please do not enter the Children's areas during the course of the morning (except for nursing mothers). It is disrupting to the group, and is upsetting to the children if you "check" on them and then leave. Please feel free to ask any volunteer to check on how your child is doing.

**IN CASE OF FIRE (DRILLS)** - The procedure is posted in several places, including the Moms' Lounge. Use the north exit right beside the lounge and go directly to the "Meeting Place" (The south-east corner of the parking lot) when the fire bell sounds and you will meet the children with their workers there.



*You don't have to read well to read to your child.*

*You just have to hold them, with a book open on your lap and go from there.*

*Good things will happen.*

## **Abuse**

By law, every citizen has an obligation to make a report to Child Protection when a child is believed to be at risk of abuse or neglect.

If a childcare worker or other volunteer at Doorway has reason to believe a child is at risk, we, by law, have an obligation to make a report to Child Protection Services.

**BUT ~ We will not file any reports without including you in the process**

### **DEFINITIONS OF ABUSE –**

Physical Abuse – Is a deliberate, non-accidental physical assault or action by an adult or significantly older or more powerful child that results in, or is likely to result in physical harm to the child. It includes the use of unreasonable force to discipline a child.

Sexual Abuse – Generally means any behaviour of a sexual nature toward a child.

Emotional Abuse – Is the most difficult type of abuse to define and recognize. It may range from habitual humiliation of a child to withholding life-sustaining nurturing. It can include acts or omissions by those responsible for the care of a child or others in contact with a child, that are likely to have serious negative emotional impacts.

Neglect – Neglect involves an act of omission on the part of the parent or guardian that results in, or is likely to result in physical harm to the child. It may include failure to provide food, shelter, basic health care, or supervision and protection from risks to the extent that the child's physical health, development or safety is harmed or is likely to be harmed. Not always intentional, neglect may be a result of insufficient resources or other circumstances beyond a person's control.

# MOTHERS PROGRAM

Learning opportunities are part of the Doorway program as workshops, tutoring, education and literacy support, mutual support, crafts, and various other activities.

All Moms are expected to fully participate in all of the workshops and activities.

**Visiting, talking or texting during presentations, workshops or activities will not be tolerated. If you choose to talk or text during presentations, workshops or activities you may be asked to take a break from coming to Doorway.**

**We want to honour the presenters as well as the other participants in this way.**

**Adult areas are for adults only** -The mothers' lounges, class rooms and lunch area are strictly for adults. Older children who are not in school may not come to Doorway.

These areas are to be safe places where the volunteers and participants can talk about a variety of issues, in a peaceful, trusting and respectful environment.



**Cell phones are great** ~ they keep us in touch with family & friends and can be a life saver in an emergency ~ BUT they can be annoying if not used thoughtfully and respectfully.

**Be in control of your phone, don't let it control you!**

During workshops/activities your full attention is expected. Facilitators spend a lot of time preparing and presenting information. We will provide a break every hour for you to check your phones.

**CLOSURES** - Sardis Doorway is closed on all school holidays: Christmas, Spring Break (2 weeks), and summer. ***In case of snow, we are closed if school buses are not running.*** Info will be posted on the Doorway facebook page and announced on STAR FM radio

**LUNCH** – Lunch starts at 11:50am with announcements, birthdays, and information sharing. **Please arrive promptly so you don't miss important information.** We begin the meal with prayer giving thanks for the food.

**After lunch (12:25) you may pick up your children and exit the building quickly and quietly.**

**GIFTS** – Volunteers cannot accept gifts from the mothers or children. If you wish to express appreciation to a volunteer, a note is very welcome.

**TELEPHONE** – The Doorway cell phone is available on the sign-in podium for your use. Many people share the phone on Wednesdays! *Our number is 604-819-6556.* Fax is available. Please talk to Karin

**FOOD CLOSET** - Sardis Community Church generously makes their Food Closet available to Doorway families. United Way funds the Food Closet and church families also donate food. Diapers are also available in emergencies.

This services is for Emergencies only. If you are in need of additional food support during the month, please talk to the Program Director. You will be given a request form and a volunteer will bring your items to you. A limited number of emergency food closet hampers or Baby Basket hampers are available to you. If you are using the service on a regular basis, you will be asked to meet with a moms worker to find a way to better manage your funds.

**FRESH FOOD & MEAT HAMPERS** – Meat and fresh hampers are given out once a month. If you don't need your hamper, please let the Program Director (Karin) know ahead of time

**MILK FUND** - For many years, Sardis Kiwanis Club has provided funding which enables us to give each mother with preschoolers a jug of milk every Wednesday. The milk is distributed in the Foyer after lunch. If you are not in need of the milk, please let the Program Director (Karin) know.

**TRANSPORTATION** -. The City bus system has 2 stops very close Sardis Community Church. The Program Director can provide bus tickets for you for your trips to and from the program. Monthly bus passes can be purchased for \$20 per month.

Any abuse of Bus tickets will result in loss of privileges

**SMOKING** - Smoking is permitted in the covered area near the entrance to the Foyer. Please use the ashtray provided and stand well away from the doors.

It is our desire that each of you be healthy. If you are interested in stopping smoking, please talk to Karin

# SAFETY FOR ALL

## Sardis Doorway Drug & Alcohol Use Policy

Sardis Doorway for Mothers & Children Society is to be a safe, healthy and welcoming place for all who come ~ participants, children, volunteers and guests.

All who come to Sardis Doorway should have a vested interest in maintaining a safe, healthy and welcoming place. Being under the influence of a drug or alcohol poses serious safety and health risks to the user and to those around her/him.

The use, sale, purchase, transfer or possession of an illegal drug or drug-related paraphernalia at Sardis Doorway or anywhere on the property of Sardis Doorway will not be tolerated.

The use, sale, purchase, transfer or possession of alcohol at Sardis Doorway or anywhere on the property of Sardis Doorway will not be tolerated.

The misuse of prescription and over the counter drugs by anyone at Sardis Doorway will not be tolerated.

Failure to comply with this policy will be grounds for disciplinary action. The offending person/people will be asked to leave the program immediately as well as take an additional 1 week leave.

Future failure to comply will result in the offending person/people to be dismissed from the program for a probation time to be determined by the Program Director. During the probation time, we will keep in contact with the offending person and will work towards finding resources & support.

If a person is found to be under the influence of drugs or alcohol while at Sardis Doorway, Sardis Doorway will not allow them to drive. Alternate arrangements will be made for your young children's care or the Ministry for Children & Families will be called.

**Sometimes staying  
strong feels impossible  
but giving up is not an  
option!!!**

Nishan Panwar

It is our utmost hope that each person who attends Doorway ~ either as a volunteer or participant ~ live a life free of addictions and vices.

We will do everything possible to walk with him/her towards health.

If you would like information on supports and programs available, please talk to the Program Director or a Mom's support worker.

# SAFETY FOR ALL

Sardis Doorway is to be a life-giving place of healing and safety.

Confidentiality is to be maintained at all times:  
at Doorway, on facebook and in the community

All participants at Doorway are valued, and speaking in a rude or abusive way to anyone: Mother, child, or volunteer is not acceptable

Mutual respect and kindness is always to be shown to all:  
mothers, children, and volunteers

IF A SITUATION ARISES THAT INVOLVES UNACCEPTABLE OR UNSAFE BEHAVIOR, THOSE INVOLVED WILL BE ASKED TO TAKE A TEMPORARY LEAVE FROM THE PROGRAM. UPON THEIR RETURN IF THE BEHAVIOUR CONTINUES FURTHER IT WILL RESULT IN A DISMISSAL FROM THE DOOWAY PROGRAM

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**Language**



**Content**



**Tone**

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Before you speak, let your words pass through 3 gates ~

At the first gate, ask yourself '*is it true?*'

At the second gate, ask '*is it necessary?*'

At at the third gate, ask '*is it kind?*'

Phone numbers are not given out to anyone without your permission

If you have an issue or a concern, please feel free to speak to the Program Director or a Moms support worker.