

Making and Mobilizing Disciples for LIFE.

POLICIES AND PROCEDURES

Our mission is to partner with parents making disciples within their home and mobilizing them and their children to Love God, Invest in others, Fulfill their calling, and Embrace God's mission

We are committed to:

1. Partner with parents by resourcing them as the spiritual leaders of their home.
2. Engage our children in the study of God's Word by helping them hear, learn, and obey God's Word.
3. Create an environment that fosters spiritual growth and excitement.

VOLUNTEER QUALIFICATIONS

- a) All volunteers must be active attenders of Summit LIFE Church
- b) All volunteer workers must be 18 years of age or older unless working under the supervision of an adult who has met the qualifications in these policies
- c) All volunteers must have completed and signed our Prospective Volunteer Application, Policies and Procedures Agreement, and Background Check.
- d) All volunteers must be approved by Children's director or Pastoral staff.

APPLICATION PROCEDURES

- a) A Prospective Volunteer Application is available from the church office, from any children's ministry program director, or pastoral staff. Every volunteer who comes into the children's ministry must complete and turn in a signed application
- b) Background checks, including a search for criminal history, are required for persons 18 years and older. These may be conducted through an agency authorized to perform a security background check. The results of the security background check will be received by the children's director and/or pastoral staff
- c) The church office will maintain a secure storage for all volunteer applications and the results of all security background checks. Volunteer profiles and background checks may be required to be updated from time to time, but

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only if the person is still a current volunteer. Only hired staff will have access to these records.

- d) Volunteers will be expected to work in agreement with the Children's ministry mission and vision.
- e) Volunteers that are not approved for working with children will be graciously assisted in finding another place to serve within the ministry of the church

CLASSROOM GUIDELINES

- a) For the safety of the children only approved volunteers will be allowed in any of the children's classrooms. No unauthorized individuals, with the exception of church staff or a parent of a visiting child, will be allowed in the classroom.
- b) All children should be appropriately checked in and wearing a name tag. Visiting children should register at the appropriate counter and also be given a name tag.
- c) Classrooms and teaching areas should never be locked while in use, with the exception of infant care. Lights should remain on at all times unless necessary for a learning activity.
- d) Each door of a classroom should have a window. If there is no window, the door should be left open. The view through each window should remain unobstructed at all times.
- e) Any room usage must have the approval of the Children's Director or Pastoral staff to make sure there is adequate staffing and the rooms are age appropriate.
- f) A leader should never meet with a child individually, unless they have received specific permission from the parent(s) explaining the reason, location, and specific times of the meeting.
- g) Any questionable behavior that is observed or reported between adult staff/volunteer and any minor (or between two minors) needs to be reported to the pastoral staff and/or appropriate church leadership and investigated immediately
- h) Parental permission must be obtained for situations involving off-site activities.

DISMISSAL PROCEDURE

- a) All children must remain in the classroom until picked up by a parent or guardian.

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- b) Before leaving their children, parents will be given identification that must match their children's badge upon pick up.
- c) If a parent or child loses his or her badge, a new one must be printed from the appropriate check-in counter.
- d) Only adults are allowed to check-out children from their classrooms.

PHYSICAL TOUCH GUIDELINES

Physical touch and affection are important to a child's physical and emotional development. It is an essential responsibility in nurturing lives. However, there is obvious danger with inappropriate touch or affection either intentionally or inadvertently in a children's ministry. Physical contact with children should be age and developmentally appropriate. Be aware of and sensitive to differences in sexual development, cultural differences, family backgrounds, individual personalities, and special needs. The following guidelines are to be promoted for pure, genuine, and positive displays of affection:

- a) All physical affection must be in the presence of other workers.
- b) Physical touch or affection should be brief in nature, and never on gender specific areas.
- c) Preteen and older children should be hugged from the side
- d) Kids on laps should be sitting on the legs of the adult. Kids should not straddle adult's legs
- e) Kisses should not be given.
- f) When approached by a child physically, do not reject the child, but guide their affection to an appropriate contact. Hugs are easily shifted, as are misplaced hands. When a child touches an adult in an inappropriate way unintentionally, no reference to it should be made to the child, simply redirect their hand or body.

RESTROOM PROCEDURES

- a) When taking a child to the restroom, bring at least one other adult or child along.
- b) When helping a preschooler in the restroom, always leave the door open far enough that other workers can see in. Never shut the restroom door.
- c) Do not allow the children to "watch" while other children are using the restroom.

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- d) Do not send younger children with older children into the restroom. Take them in age appropriate groups.
- e) Older elementary children may be sent to the restroom without being accompanied by an adult. Teachers should monitor these situations closely.

ILLNESS GUIDELINES

- a) We have a well-child policy. Our facilities and staff are too limited to give an ill child the care they need. If the child's sickness is discovered during class the parents will be kindly asked to provide care for their child.
- b) Teachers will not give medicine, of any kind, to the children. If asked by a parent to give child medication, the parent will be referred to the program director or pastoral staff.
- c) We ask our sick teachers to find a replacement and/or contact their ministry leader.
- d) Bodily Fluid Accidents: All caregivers should wear disposable gloves when there is a possibility of contact with blood or blood-contained fluids. Blood on surfaces should be cleaned with bleach and water disinfectant solution (1/4 cup bleach, 1 gallon water). Discard all items into covered container. If vomiting occurs contact the leader in charge.
- e) All food must be approved by leader and/or parent and age appropriate.

MEDICAL EMERGENCIES

- a) In the case of medical incidents, minor or major, the ministry leader needs to be made aware and they will contact the parent if necessary.
- b) If a minor incident occurs someone working in your area should use first-aid kit to take care of the issue.

In case of a serious emergency involving broken bones, severe cuts or bleeding, convulsions, fainting, unconsciousness, or other serious injury, follow these procedures:

- a) Find out if anyone in the area is trained in CPR/First Aid. If so, ask for his or her assistance.
- b) Keep calm and keep children and the injured child as calm as possible. Have children move away from the injured child.
- c) DO NOT MOVE the injured child
- d) Send fellow leader for help. NEVER LEAVE the injured child ALONE.

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- e) As soon as the leadership is notified, the co-worker should return to help in removing other children in the department from the scene of the accident.
- f) If needed, leaders will refer to child's parents for details of preference of hospital and doctor.
- g) An incident/accident form should be written as soon as possible with specifics of medical personnel recommendations and name of hospital where the child was taken.

DISCIPLINE/BEHAVIOR GUIDELINES

Volunteers in the children's ministry are **NEVER allowed** to physically discipline a child. If your own child needs such discipline it is to be done at home and never within a program (observers may not know it is your child).

Discipline is not meant to be punishment but provide a time for teaching. Teaching of this kind has two purposes: first, to immediately stop in appropriate behavior; second, to help the child find another, more appropriate way to behave.

Here are some procedures for correcting behavior:

1. Go over classroom rules before class (1. Respect God 2. Respect Leaders 3. Respect Others)
2. Prevent problems before they occur. Preparation paves the way for peace.
3. Redirect behavior.

Our children's ministry abides by the 3 strike policy:

- Strike One: If the child's behavior is disruptive and unruly the teacher may give him/her a verbal warning which will be considered "Strike One"
- Strike Two: If the problem persists the child will be removed from the activity and expected to sit quietly on the side, while remaining in the classroom. When the child has sat for 1-2 minutes and shown appropriate behavior, the child will be invited to return to the group activity.
- Strike Three: If the child continues to be disruptive and unreceptive to the teacher's instructions, the parents will be asked to come pick their child up from the classroom and keep them for the remainder of the service.

IN CASE OF EMERGENCY OR FIRE

- a) Line up students by the door and take a head count
- b) If possible, have at least one leader at each end of the line
- c) Know your exit route. Quietly and calmly lead students out by proper exit.
- d) Proceed to predetermined outside safety zone.



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- e) Once you are clear of the building, take a head count and attendance.
- f) Return to building only after the “All Clear” has been sounded.
- g) Please do not dismiss any students from outside, unless you are unable to re-enter the building.
- h) For the safety of the children, parents may NOT get their child(ren) before the class has left the building.

EXCEPTIONS

It is understood that circumstances may arise that necessitate the need for deviation from this policy. For such infrequent and unusual situations that are not easily classified elsewhere in this policy, the standards and spirit of this policy shall be recognized as being in force. Exceptions should be cleared with the children’s leader or pastoral staff in advance, or as soon as an unavoidable or uncorrectable deviation is observed. Please notify the children’s leader or pastoral staff as soon as possible, for your own protection, if any exception to a policy has taken place.

Policy and Procedure Agreement

I acknowledge, as a volunteer and representative of Summit LIFE Church and the ministries of Kids LIFE, that I have received, fully read, and fully understand the Kids LIFE Policies and Procedures Manual. As a requirement for volunteering in Kids LIFE ministries, I agree to abide by the written policies and procedures as stated or amended in the future, to the best of my knowledge and ability.

Volunteer Name (Printed)

Volunteer Signature

Date