

Children's Ministries Contacts

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Start Date: _____



Calvary Chapel Worship Center

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503-642-2003

Children's Ministries Policies and Procedures

February 2012 Edition

It is our purpose and heart's desire that
Children's Ministry at
Calvary Chapel Worship Center
be a place where every child experiences
Jesus Christ; growing to love and serve Him
through the teaching of the Bible.

Discipline Procedures

Welcome to Children's Ministries

In the Bible, Jesus places the highest value on children and their faith. "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these" (Matthew 19:14). He also admonishes us to have a childlike faith (Matthew 18:3) and to do everything possible to keep them pure and from sin (Matthew 18:6).

We at Calvary Chapel Worship Center also place the highest value on the children the Lord has entrusted to us. Children are a blessing not only to their parents, but to those of us who minister, teach, and care for them.

Our goal is that every classroom will be a place of safety, warmth, love, and concern for each child who attends. Therefore, it is in the best interest of the child, their parents, and our volunteers and staff to establish clear procedures for those approved to be in a classroom, and then to train those individuals in child safety policies and procedures. It is the responsibility of everyone to make every effort to adhere to these procedures.

I want to THANK the many volunteers that God has raised up to love and teach the children who attend Calvary Chapel Worship Center. You and the Lord make it possible for us to serve the many families here at CCWC. Thank you for making the safety of those entrusted to your care your priority.

Serving Christ together,

Cherie Gilbert
Children's Ministries Director

Discipline is more than rules, expectations, and consequences. Discipline is instruction and it encourages submission to Christ.

1. First of all, you must **establish a disciplined and loving atmosphere**. Don't let sinful behavior continue to go unnoticed.
2. If at all possible, attend to the child in private. It can provoke a child to bitterness or further disobedience if you embarrass him or her. In some situations public confrontation is unavoidable. **Always attack the sin not the person.**
3. **Don't characterize a child by one sinful action.** Confront the child in love and express your concern for them. Children can sense when you are annoyed.
4. **Ask key questions** such as: What did you do? What does Jesus want you to do? What does Jesus want you to do next time? The goal of discipline is always to restore a child's relationship to God. **At no time is physical or verbally-abusive discipline or punishment permitted.**
5. **Pray for wisdom before and during class and make sure you come prepared to teach.**
6. **Clearly state the rules and expectations of the class, such as:** Remain quiet when teacher or another student is talking, stay seated, raise hand to answer questions, be kind to others, and consider others as more important than yourself. Review rules periodically.
7. **Discipline with grace**—Gentle not harsh, concerned not annoyed, and never physical.
8. Discipline using the **"three strikes" method**.
 - A. **Verbal warning**—Inform child of the rules and encourage them to obey.
 - B. **Time Out**—Inform the child what they did, ask why they did it, ask/tell what the Bible says about the specific sin, have them sit away from the group (best with other teacher), and inform the parent when they come to pick up their child.
 - C. **Remove from class**—Sit with the volunteer helper for the remainder of the time and call parents **if needed**.
 - D. **Discipline with encouragement**—Find them doing something good and set high expectations.

End of Service Responsibilities

Elementary, Preschool, and Toddler Classrooms

Please make sure to leave the classroom in better condition than you found it.

1. **Wipe down classroom tables** using the H2Orange cleaner and paper towels located in each classroom.
2. Second service volunteers need to **take out trash** by tying it in a knot and placing the bag in the large round trash cans located in the kitchen. Replacement bags are in Room 202 in the corner cabinet for all elementary classrooms and in the preschool, toddler and nursery classrooms downstairs.
3. **Please put all supplies back** in their original location and throw any leftover papers in the recycling bins.
4. **Stack chairs** against the walls for all elementary classrooms and on top of the tables for the preschool and toddler classrooms. This will help our janitorial team.
5. **Vacuum the classroom as needed**. Vacuums are located upstairs in the storage closet in the west hallway and downstairs in the janitorial closet.

Nursery

1. Return all belongings to the child's diaper bag five minutes before the end of service.
2. Before handing back children, be sure that the parent gives you the pick-up ticket he/she was given when the child was dropped off. **Do not allow anyone to take a child without this ticket.**
3. All the toys that have been used during the service need to be wiped down with a Clorox wipe or placed in the strainer located under the sink, sprayed with H2Orange cleaner and wiped with a paper towel and returned to their proper location.
4. Wipe down all larger toys such as the kitchen set and push toys with the Clorox wipes.
5. Any clothing items used during the service, such as, socks, blankets, sheets etc., should be placed in the container under the sink to be washed.
6. Please make sure if the crib was used that the sheet is removed and placed in the bin under the sink as well.

Curriculum

We currently use Child Evangelism Fellowship curriculum in our preschool and elementary classrooms. This curriculum is provided to help you with ideas for the "guided conversation" and "guided activities". Please know that the curriculum is a tool to help you in planning your lessons. Make sure when you give the lesson that it comes from the Bible and that you are not reading directly from your curriculum. **Hold and teach from your Bible.**

Whether you have been teaching for 1 month or 30 years, always remain teachable. Pray that you will grow as a teacher. Our teaching needs to be student-focused rather than teacher-focused. Teachers who are auditory learners tend to do all of the talking and the children are made to sit and listen for most of the class. **Only 2 out of every 10 children are auditory learners**, so try and present various approaches to enable all of the children to learn. We want our children to think and be able to talk about various faith issues. Using this approach, a teacher spends much less time asking questions such as, "What are the names of the 12 disciples?" and instead asking Jesus-style questions such as, "Why do you doubt?" or "Why are you concerned with the speck in other's eyes, when you have a big log in your own?"

These kinds of questions require real thinking, not simple repetitive rote memory questions. Jesus used a teaching style that featured stories and life experiences that required people to think about the meaning. This style employs active learning techniques. Most people learn by doing. **I'd like to encourage you to use everyday objects and happenings to allow children to learn important biblical truths through actual experiences.**

May the Lord bless you as you focus on Him and invite the Holy Spirit to help you in preparing an excellent meal of His word.



Volunteer Information

All volunteers are to be in their class and ready to check kids in at least **15 minutes** before service begins. Please understand that there are volunteers that have children to check in before they are able to report to their class. It is also important to give yourself enough time to set up before children begin to arrive.

Enrichment Workshops/Training

All children's ministry volunteers are requested to attend periodic enrichment workshops which will provide encouragement and training to help support you in the classroom. These workshops are also vital in keeping volunteers informed of the latest policies and procedures, as well as to give you an opportunity to fellowship with others who serve in this ministry.

Schedule

In the event that you are unable to make your scheduled volunteer commitment and know in advance, such as vacation, please do your best to arrange for a sub and notify the Children's Ministry Director of the change.

If you become sick the day you are scheduled to serve, please call the Children's Ministries Director or Service Coordinator as soon as possible in order for them to arrange coverage.

Modesty

We ask that all volunteers dress modestly according to 1 Timothy 2:9-10 "Likewise, I want women to adorn themselves with proper clothing, modestly and discreetly as is proper for women making a claim to godliness." Here are some helpful guidelines to follow:

1. Shorts should come down to at least the lower thigh.
2. Skirts should be at least to the knee if not longer.
3. You should be able to raise your hands without your tummy showing.
4. You should be able to bend over and not see down your shirt and absolutely no cleavage should be seen.
5. Tank tops and camisoles with spaghetti straps should not be worn to make sure that bra straps are not visible.

Please be aware, especially when serving in the nursery and sometimes sitting on the floor, that when someone comes to the counter they are above you and can see right down your shirt if not dressed appropriately. Also be aware when you are teaching kids and need to bend over to help them tie their shoe or to pass out papers, that you don't leave yourself exposed.

Restroom Procedures

When taking children to the restroom, volunteers should adhere to the following guidelines. **Only FEMALE volunteers should take children to the restroom and NEVER alone.**

Toddlers

1. Parents of young children who are being potty-trained should bring their child to class in a pull-up.
2. A child who has an accident should be taken to the nursery and changed by a nursery volunteer. or call the parent.
3. Children that are able to go to the restroom on their own should be helped as little as possible by the volunteer and only with another volunteer present.
4. A volunteer should take one or two children at a time to the toddler classroom to use the restroom while the other volunteer remains in the classroom with the other children. The volunteer should stand in the doorway while the child uses the restroom.

A female volunteer can, if necessary, escort a larger group of children to the women's restroom and remain outside of the bathroom stalls while children use the restroom.

If more than minimal assistance is required (for example, pulling up pants or buttoning), please call the child's parent.

Elementary-Age Children (K-5th grade)

1. Children in Kindergarten through 5th grade should use the upstairs restrooms during service hours.
2. A volunteer should escort a child to the bathroom and remain in the hallway until the child has finished using the restroom and then escort the child back to the classroom.
3. In the event that a large group of children need to use the restroom, a female volunteer can escort the entire class downstairs to the women's restroom making sure to remain outside of the restroom stalls. Please make sure to do a headcount before leaving and upon returning to the classroom.
4. Never leave a class unattended to walk children to the restroom. If you are the only volunteer, ask the Service Coordinator for assistance or take the whole class downstairs to the women's restroom.

Sick Children

Please do not accept any child if they have any of the following symptoms:

- Fever over 100 degrees or within the last 24 hours
- Unexplained rash, weeping sores, vomiting or diarrhea
- Yellow, greenish, or thick mucous discharge from eyes or nose
- Constant coughing

Nursery Snacks

1. Cheerios are provided for snack and are located in the container on top of the counter. Dixie or sippy cups for water are also available if needed. Please make sure to wash sippy cups after service.
2. Workers should wash their hands and clean the snack table with the H2Orange solution before serving snack.
3. **Check each child's name badge for allergies before serving snack.**
4. Children should be seated at the table for snack time.
5. Several Cheerios should be placed on the clean table in front of each child. (Napkins tend to launch Cheerios all over the room.) Additional Cheerios may be offered when they have finished the first serving.

Elementary, Preschool and Toddler Snacks

All classrooms are equipped with hand sanitizer, snacks, napkins, cups, and water pitchers. Please make sure to sanitize kids' hands and pray before serving snack. Water pitchers can be filled using the filtered water dispenser in the copy room or the drinking fountain. **Please make sure to empty water pitchers at the end of each service.**

Diapering

1. Diaper changes may only be done by a parent or adult female volunteer. All nursery workers **ARE REQUIRED TO WEAR THE GLOVES PROVIDED** while diapering any child.
2. When disposing of a dirty diaper, hold the rolled-up diaper in one hand, and using the other hand, pull the glove off of your hand and around the diaper. Repeat for the other glove.
3. When you have finished move the child to a safe place and spray pad with the H2Orange solution and dry with a paper towel.
4. Wash your hands with soap and water.
5. Repeat the process if you are changing more than one child.
Never leave a child unattended while on the changing table.

Security

1. At least two volunteers should be present in each classroom, one over the age of 18 years of age. **No child should ever be alone with a teacher/helper.**
2. If children arrive before there are two volunteers in the class, please ask the parent to stay until additional help arrives and contact the Children's Ministries Director or Service Coordinator and inform them of the situation.
3. All volunteers need to remain in the class until the last child has been picked up.
4. Blinds on side windows should always be open when door is closed and if there is no side window on classroom door, the door is to remain open.
5. Security cameras are in the nursery, preschool hallway and classrooms, and elementary hallways.

Volunteer Identification

Each volunteer will be given an I.D. Badge which should be worn at all times while serving. If you forget your badge, please acquire a temporary one for the day. No volunteer should be serving in the class without an I.D. Badge.

Non-approved Visitors and Parents

Visitors are **NOT** permitted in the classroom unless they have been approved in advance by the Children's Ministries Director and have received a "visitor" I.D. Badge. However, **parents** of children in the class **are allowed**, but are not to take part in the teaching or helping of other children and should never be left alone with the class. If a parent returns to the class and is asking to stay with the child they need to have their pick-up ticket.

Pick-up Ticket

All children must be signed into their class by an adult, at which time they will receive a pick-up ticket. This ticket is required as **no child will be released without one.**

At times, it may be necessary to call a parent out of service. At which time the ticket number will be displayed on the visual pager in the sanctuary to notify the parent that they are needed.

In the event a situation arises where an adult is unable to pick up the child, notify the service coordinator.

Nursery Check-in

1. All volunteers or parents that enter the nursery must **remove their shoes**. Sport socks are provided for you to wear over nylons or bare feet. Thank you for helping us to keep our nursery carpet clean for the little ones.
2. All infants must be signed into their class and a pre-printed label filled out and placed on the back of each child.
3. Blank labels are provided to label any miscellaneous belongings that are used while the child is in our care.
4. Each child's belongings should be placed under the counter in the appropriate cubby corresponding to the child's pick-up ticket number.
5. The child to volunteer ratio is 1:2 (one volunteer for every 2 children). **NEVER EXCEED THIS RATIO.**
6. Please make sure you check the nursery for any possible hazards upon arriving to serve.
7. Wash your hands before beginning your shift.

Using the Nursery Paging System

The visual paging system is located in the nursery. In the event that a parent is needed and you are not in the nursery, please notify the nursery by using the telephone located in the classroom or by sending your helper to the nursery. A nursery volunteer will then enter the child's number into the system which is done by entering the child's 3 digit ticket number and pressing enter. When the parent arrives please make sure to notify the nursery so they can **clear the number by pressing delete** as soon as possible.

Staffing

Adequate staffing is important in all of our classrooms in order to provide an environment that is both safe and conducive to teaching.

This also ensures that in case of an emergency there will always be one adult available to stay with the children while the other goes to get help.

	<u>Goal</u>	<u>Max</u>
Nursery	2:1	2:1
Toddler/Preschool	4:1	5:1
K-3rd Grade	6:1	10:1
4th-5th Grade	6:1	15:1

Parents are welcome to sit in the fellowship hall with their child or mothers with infants may use the "Mom's with Babies Room".

Special Numbers

Service Coordinators are the first point of contact for assistance. Please use the numbers listed by each phone. If you are unable to reach a service coordinator and need assistance than dial 000 into the visual pager for assistance.

000 = I am short handed and need assistance.

999 = Emergency Only -church leaders, service coordinators and ushers will respond.

Injuries

If a child is injured while in your care, please notify the Children's Ministries Director or Service Coordinator as soon as possible in order for to properly document the incident. All classrooms are equipped with first aid kits.

Physical Contact

Church volunteers have frequent contact with children in the church setting. The following are important guidelines to help you when working with children:

1. Appropriate touching should be limited to handshakes, "high-fives", brief hugs, or a brief touch on the shoulder for children of school age.
2. Younger children may sit on the lap of a volunteer when other volunteers are present but not while the room is darkened; for example, when showing a video.
3. Male workers are encouraged to only have young children sit on their knees rather than in their lap.

Sexual/Physical Abuse of a Child

If you hear or are made aware that a child under 18 has been sexually or physically abused we are required by law to report it. Please inform the Children's Ministries Director, who will in turn notify a pastor and within 24 hours will report it to the proper authorities. Please exercise confidentiality when reporting such issues.

Please be prepared to provide as much of the following information as possible:

- Child's name
- Age
- Address
- Phone number
- Parents' names or the name of the person checking the child into class.