

Children's Ministry Policies, Procedures and Guidelines at CCMSB

(Effective: February 19, 2017)

I. Mission and Goal

The Children's Ministry at CCMSB exists to provide a loving, nurturing, and safe environment in which we aim to lead children to Christ and help them build up a devoted, personal relationship with our Savior, Jesus Christ. Our goal is to equip children with God's Word and love so that they may become a follower of Jesus and passionately live for God's glory throughout all their lives.

In order to accomplish this mission, Christ's servants in CCMSB Children's Ministry will:

Equip, support and encourage parents.

Pray and intercede for children and families.

Offer God-Centered curriculum.

Teach for response, aiming for God-loving and God-fearing hearts and lives.

Model God's truths and character

II. Policies

A. Wellness

Children must be symptom free from the following (without medication) for at least 24 hours before entering the classroom:

- Fever of 100°F or higher
- Vomiting or diarrhea
- Conjunctivitis (Pink eye or other infection)
- Rash
- Nasal drainage which is green or yellow
- Open sores • Excessive coughing
- Lice

If a child develops any of these symptoms while checked in, the parent will be notified for pick-up. An allergy alert will be printed on the security tag of any child who has been identified as having allergies. The security tag alert will identify the type of allergy and will be highlighted in yellow. Parents of children with severe allergies requiring the possible use of an EpiPen should advise the teacher or volunteer at the time of each check-in. EpiPens must be supplied by the parents of the affected child.

B. Injury & First Aid

We can ONLY administer Band-Aids and/or ice packs.

- If a child is injured while in the care of the Children's Ministry, the teacher/volunteer will immediately notify a Coordinator. The Coordinator will be responsible for advising the child's parent. All injuries must be reported no matter how minor they may seem.
- In the event that a situation arises that is life threatening, an ambulance will be called immediately. The parent will be called to meet the child and staff at hospital.

C. Safety & Security

It is of utmost importance that our children be taught and nurtured in a responsible and safe environment. We also desire that our teachers/ volunteers be protected from any false allegations of misconduct.

- Each applicant desiring to serve in our Children's Ministry is required to complete an application process and criminal background check.
- Each volunteer in our ministry is required to read and abide by the policies and procedures outlined in this manual.
- Parent or guardian should sign the sign-in and sign-out sheet whenever a child is brought in the class room or picked up.
- There is a "two adult" rule that is in place for all classrooms. There must be two adults present while children are present. This is to protect the children from possible abuse and the teachers/volunteers from false accusations. If a situation arises where only one adult is present, an unobstructed view of the entire classroom must be maintained.
- Children must have adult supervision at all times while on the church property (both inside and outside the buildings). It is parent's responsibility to pay attention to their children's safety once the children is checked out or before the children is checked in.
- Children may not enter or play in the Sanctuary, Chapel, prayer room, or any other rooms when others are having their Bible studies or meetings.
- Children may not chase one another in any area of the church facility or parking lot (especially in and out of the doors).
- Children must respect God, church property and all people at ALL times. i.e., be polite to others, not to use equipment without authorization (drums, guitars, piano, microphones, wheelchairs, calculators, etc.), not to remove things from where they belong, not to use markers to draw on walls and whiteboards. Parents may be held financially responsible for any damage (or subsequent repairs or replacements) contributed by their children.

D. Restroom Procedures

Volunteers should help a child use the restroom only if the child is three (3) years or younger or if a disability dictates help. If a volunteer must enter the restroom, he/she should leave the outer door of the restroom open. If a child is over three (3) years of age, the volunteer should check the restroom before the child enters and wait outside until the child exits.

- When helping a preschooler in the restroom, volunteers should always leave the door open wide enough that other workers can see in. Never shut the restroom door.
- Do not allow the children to "watch" while another child is using the restroom.
- Do not send very young children into the restroom with older children. Take them in age appropriate groups.
- Children in grades 4-6 may be sent to the restroom without adult supervision. Teachers should monitor this situation closely.

E. Shelter and Evacuation

If a fire alarm sounds (or an evacuation is ordered) while parents are in service, they are asked to follow the evacuation route established for the main sanctuary. Parents flooding the childcare area will cause considerable congestion and prevent the children from being safely evacuated from the building. Children and parents will be re-united as soon as safely possible.

- All volunteers/teachers/coordinators and staff have been thoroughly briefed and are aware of the plan to follow in case of emergency.
- Evacuation routes are posted throughout the building.
- Line up students by the door and take a head count. If possible, have at least one leader at each end of the line.
- Once you are clear of the building, take a head count and attendance.
- Return to building only after the "All Clear" has been sounded.

III. Classroom Guidelines

- 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.
- Each classroom door 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.

IV. Dismissal Procedures

- All children must remain in the classroom until picked up by a parent or guardian, unless they are being led from large group worship to small group or to the playground, by an approved children's worker.
- Only adults (18 years or older) are allowed to check-out children from their classrooms.

V. Volunteer Procedures & Responsibilities

- 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. Youth Assistants will serve only when there is no conflicting youth service or event.
- Each volunteer is required to complete an application process, which includes a criminal background check.
- Volunteers must be knowledgeable of and adhere to the policies and procedures outlined in this manual.

VI. Support for Children's Ministry Servants

Ministry Servants should feel free to ask the Children's Ministry Coordinator any time they need support. With God's help, we will joyfully provide necessary help.

CCMSB Children's Ministry Policies and Procedures Manual Agreement

I acknowledge, as a volunteer and representative of CCMSB and the ministries of CCMSB, that I have received, fully read, and understand the Policies and Procedures Manual. As a requirement for volunteering in CCMSB, 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