

# **CBC Children's Ministry**

## **POLICIES AND PROCEDURES**

*Last Edited: January 2019*

We are so glad you have chosen to trust us with the care of your children. Our desire is to not only provide an environment that is safe and secure, but one in which your child will find spiritual encouragement.

We have compiled this Policies and Procedures Manual to provide information and clarification concerning the Children's Ministry. These guidelines are not intended to be restrictive but rather enhance and improve our ministry.

Please read this manual carefully and cooperate with us in this effort. If you have questions, please feel free to contact me.

Brian Lemos  
*Assistant Pastor*

# **CONTENTS**

A Resource Not A Replacement	3
Policies	4
Children's Ministry Rooms	7
Curriculum	8
Parent Responsibility	9
Volunteers	10
Room Management Policies	12

# A RESOURCE NOT A REPLACEMENT

Deuteronomy 6:4-7 says,

<sup>4</sup>“Hear, O Israel: The LORD our God, the LORD is one. <sup>5</sup>You shall love the LORD your God with all your heart and with all your soul and with all your might. <sup>6</sup>And these words that I command you today shall be on your heart. <sup>7</sup>You shall teach them *diligently* to your children, and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise.” (emphasis added)

As a parent, you have been given the responsibility to be the primary spiritual teacher to your children. Our Children’s Ministry serves as a resource to help supplement what should already be going on at home. Our interaction with each child is only about an hour per week. Even though we aspire to provide quality biblical teaching, one time a week can only go so far in making an impression in their spiritual life. That is why it is imperative for parents to take their roles seriously and train their children in God’s Word not just one or three times a week, but *all the time, anytime!*

Parents who use children’s ministry as a replacement for their responsibility as primary spiritual teacher should not be surprised when they find their child not growing in his or her faith. Our ministry exists to come alongside parents to help but not takeover.

# HEALTH POLICY

1. Children must be symptom free from the following illness without medication for 48 hours before entering the Nursery, Sprouts, or Elementary rooms.
  - Fever, diarrhea, or vomiting
  - Pink eye or other eye infection
  - Unexplained rash, excluding diaper rash, or skin infection (boils, ringworm, impetigo)
  - Persistent nasal drainage and/or coughing
  - Sore throat
  - Open sores
  - Cold
  - Lice
2. If a child develops any of these symptoms while in a room, the parent/guardian will be contacted to pick up the child.

# INJURY AND FIRST AID POLICY

1. We can administer *only* Band-Aids and Ice Packs.
2. An "Accident/Injury" form must be filled out in the event of an injury.

# SECURITY POLICY

We believe that it is of utmost importance that our children are nurtured in a safe and responsible environment. We also desire that our staff and volunteers be protected from any false allegations or misconduct.

1. Each volunteer in our ministry is required to complete an application process, which includes a personal interview and background check.
2. Each volunteer is required to read and agree to follow the stipulations in this manual regarding Children's Ministry Policies and Procedures.
3. We hold meetings to train and ensure our volunteers understand and follow our policies and to enable them to nurture our children.
4. Every child must be checked-in and checked-out by their parent/guardian.
5. All rooms (Nursery, Sprouts, Elementary) shall remain unlocked unless in the event of a serious emergency.
6. Only approved personnel are permitted in the rooms. The exception are nursing mothers (Nursery).
7. Under no circumstances are children to be left in the Nursery, Sprouts, or Elementary rooms unattended at any time.

## **RESTROOM/DIAPERING POLICY**

1. Parents are encouraged to take their toilet-trained child to the restroom prior to dropping him/her off in class.
2. Only women should take children to the restroom.
3. Only women or the parent of a child may change diapers.
4. All diapers should be checked and changed if necessary before children are picked up.
5. Adults must wash their hands as well as the children's hands (at a sink or with hand sanitizer) after going to the restroom or changing a diaper.
6. Supplies should always be kept within reach of the changing table. Never leave a child alone on the table, even if just to reach for something.

## **EVACUATION POLICY**

1. If the fire alarm sounds while parents are in the service, they must follow the evacuation instructions out of the auditorium. Parents flooding the children's area will cause congestion and prevent the children from being able to safely evacuate the building. Parents should pick up their children at outside evacuation areas. Evacuating staff and volunteers will not return to the children's rooms until an all clear has been given by the fire department.
2. All volunteers are aware of the plan to follow in case of an emergency. They will be responsible for getting everyone out of the building and helping people to follow the evacuation plans in their designated areas. Volunteers should take attendance at the outside evacuation area in order to account for children.
3. Make sure that no one is left in the areas where you are serving. Close the doors as you exit rooms, but do not lock them. Move briskly to outside evacuation areas.

## **BEHAVIOR POLICY**

We recognize that children, particularly younger, are still learning to interact with each other. As a result, they may behave in a "not-so-kind" way. This is an attitude that can easily be corrected in a gentle way by our volunteers and does not necessarily require the involvement of the child's parent/guardian. However, should the child persist to misbehave after repeated correction, then the child's parent/guardian will be called in to resolve the issue, even if it means temporary removal from the room.

## **SPECIAL NEEDS POLICY**

Not all of our volunteers are specifically trained to work with children who have down-syndrome, autism, asperges, etc. This does not mean the child can not to be a part of the children's ministry. If the child can listen, take simple instructions, and not be a severe distraction or violent to the teacher or other children, they are welcome to attend our children's ministry so long as the parent/guardian is available should they be needed.

# **CHILDREN'S MINISTRY ROOMS**

The Children's Ministry has rooms available for the following ages:

- **Nursery:** 0 to 2 years old.
- **Sprouts:** 3 to 5 years old.
- **Elementary:** Grades 1st to 5th

The Nursery and Sprouts rooms will be open 5 minutes prior to the service. Elementary will sit in the service with their parents until dismissed, usually right after the worship part of our service.

Parents must check in their children (Nursery and Sprouts) prior to leaving them in a classroom.

# **CURRICULUM**

## **Answers Bible Curriculum**

(Taken from the Answers in Genesis website - [www.answersingenesis.org](http://www.answersingenesis.org))

Answers Bible Curriculum brings the Bible to life and addresses the real-life issues that confront Christians today. Teachers and students alike will get a thorough understanding of the teachings and relevance of Scripture. Children are equipped to defend their faith, becoming conformed to the image of Christ, as they learn to apply God's Word in their everyday lives.

## **KEY CONCEPTS**

### **The Bible is Trustworthy**

We can trust all of God's Word beginning in Genesis! While showing that Scripture is absolutely true, ABC emphasizes the importance of carefully and accurately interpreting the Bible.

### **Apologetics**

We must be ready to give an answer for what we believe. ABC equips young and old with facts from culture, history, and science to defend the Bible against common skeptical questions.

### **Chronological/Historical**

The Bible presents true history, not made-up "stories." Chronological teaching through the whole Bible gives your students a powerful, worldview-shaping overview of God's Word.

### **God's Attributes**

God's attributes are displayed throughout the Bible! As students discover the character of God, they are encouraged to grow more conformed to the image of Christ.

### **God's Redemptive Plan (Salvation)**

God's plan of redemption is woven throughout Scripture. From Genesis to Revelation, Answers Bible Curriculum traces the "scarlet thread" of the gospel to reveal this unified theme in the Bible.

### **Life Application**

We are to live in light of what the Bible teaches. ABC brings the Bible's teaching to bear on everyday life, impacting all ages with easy, practical applications.



# **PARENT RESPONSIBILITY**

## **ALERTS AND REQUESTS**

1. Every family with children who regularly participate in our Children's Ministry must fill out a Registration Form, indicating any allergies or special conditions. These forms can be picked up upon request, or can be filled out electronically at [www.cascadechurch.net/kids](http://www.cascadechurch.net/kids).
2. Visiting/First Time Guests must sign their children in, indicating any allergies or special conditions, before leaving them in a room.
3. Alert the teachers if your child is potty training (Sprouts). Please take potty-trained children to the restroom before dropping them off.
4. Nursing mothers are only allowed in the Nursery, besides volunteers.

## **ITEMS YOU BRING**

1. Label all of your child's belongings, including diaper bags, cups, bottles, pacifiers, etc. (Nursery)
2. Please leave all toys and dolls at home as they can get lost or cause other children to be upset. (Nursery, Sprouts, Elementary)
3. All bottles must be pre-mixed. Nursery volunteers are not allowed to mix formula for health and sanitation reasons.

## **CHECK-IN (Nursery/Sprouts)**

1. Every child must be checked-in by their parent/guardian at the Check-In/Out Station.
2. Should a volunteer need to contact you during service, a text will be sent to the mobile phone number provided at check-in. Please make sure your phone is on vibrate and not in a purse, coat pocket or bag, but in a location that you can easily access.

## **CHECK-OUT (Nursery/Sprouts)**

The same parent/guardian that *checks-in* their child must also be the one to *check-out* after service. The child will not be released to anyone else unless different arrangements are made with the room volunteer at check-in.

## **VOLUNTEERING**

If you are a regular attender and consider Cascade Bible Church to be your "home" church, and your child participates in the Children's Ministry, it is expected that you volunteer some time to help in either the Nursery, Sprouts, or Elementary rooms. It can be either as a room lead/teacher or room helper.

We are not a childcare/daycare operation. We are a church family, and as such we need every member of the family to help and serve.

# **VOLUNTEERS**

## **REQUIREMENTS TO SERVE**

1. Each new volunteer in our ministry is required to complete an application process, which includes a personal interview and background check.
2. We hold meetings to train and ensure our volunteers understand and follow our policies and to enable them to nurture our children.
3. Youth volunteers under the age of 18 who are working in the Nursery and Sprouts rooms need to be accompanied by an adult volunteer.
4. In the event that there are last minute volunteers who have not been screened, they will be approved by the Assistant Pastor and placed with an established volunteer who has had a background check.
5. Volunteers are entrusted to teach the children about the Gospel. We ask that volunteers commit themselves to the responsibility of building a strong, spiritual foundation in their own lives that they can in turn impart into the lives of our children.

## **SCHEDULING**

1. Volunteers will communicate with the Assistant Pastor concerning schedule.
2. Once the schedule is set, it is the responsibility of the volunteer, should they not be able to serve on a scheduled day, to switch with another volunteer and notifying the Assistant Pastor as soon as possible. Volunteer contact information is supplied.
3. In case of an emergency or illness that causes a volunteer to run late or be unable to serve, it is imperative to notify another volunteer to step in.
4. When a volunteer is no longer able to serve with the Children's Ministry, please let the Assistant Pastor know as soon as possible to ensure enough time needed to find a replacement.

## **GENERAL**

1. Volunteers must be knowledgeable about and adhere to applicable policies and procedures in this manual.
2. Personal belongings must remain off the floor and out of reach of children.
3. Phones are to be used either to play kids praise music or to monitor room and text/page a parent.
4. Any special treats or activities inside or outside the church must be approved by Assistant Pastor.

## **ARRIVAL AND SETUP**

1. Upon arrival, take your name tag and put it on.
2. Wash your hands before setting up the room.
3. Set out any materials needed for class.
4. Ensure that all tables are wiped clean and toys and supplies are put away neatly in their proper place prior to leaving the room.

## **SNACKS (Nursery/Sprouts)**

1. All children's hands must be washed prior to eating a snack.
2. Before handing children snacks, ensure they do not have allergies.
3. Children are not allowed to walk around with snacks or cups.
4. Cups should be promptly removed once each child has finished.
5. All bottles must be pre-mixed. Nursery volunteers are not allowed to mix formula for health and sanitation reasons.

## **CHECK-IN**

1. Make sure all children in the Nursery and Sprouts rooms have been properly checked-in.

## **CLASS TIME**

2. Review the room rules with the children every week. (Refer to the Room Management section for details.)
3. Only approved personnel are permitted in the rooms. The exception are nursing mothers in the Nursery.
4. Under no circumstances are children to be left in the Nursery, Sprouts, or Elementary rooms unattended at any time.
5. Enjoy being with the kids! Remember that this is not babysitting, but ministering.

## **CHECK-OUT**

1. Children must be picked up by the same parent/guardian that checked them in, unless the parent/guardian notifies you of a different arrangement at check-in.
2. After all children have been picked up, tidy up your room and return your name tag.

# ROOM MANAGEMENT POLICIES

## ROOM RULES

1. Obey the teachers.
2. Listen.
3. Respect others. Be nice to each other.
4. Keep your hands and feet to yourself.

## PROACTIVE STEPS FOR HELPING CHILDREN IN THE ROOM

1. Communicate the rules at the beginning of class every Sunday.
2. Make eye contact when speaking to the children.
3. Catch the children being well behaved. Use positive reinforcement.
4. Have the children repeat what you have asked them to do.
5. Try to redirect children if they are doing something they shouldn't be doing.
6. Correction should always be done in love, not in anger or frustration.
7. Make things fun! Remember, they're kids.
8. Engage an upset child with something of interest. Talk to them in a way that distracts them from thinking about their parents and *avoid* saying that Mommy is coming. If absolutely necessary, you can remind them that Mommy and Daddy will come back soon, but do not make that the point of your conversation. For children who are likely to cry, ask their parents about how to best soothe them.

## AGGRESSIVE BEHAVIOR

1. Biting, hitting, pushing, scratching, or pulling is considered aggressive behavior.
2. If a child displays any of these behaviors, and they are unwilling to receive correction, their parent will be contacted and notified that the child needs to be removed from the room.

## CORRECTION STEPS

1. Verbal warning: If a child is misbehaving, a gentle but stern warning will be given.
2. Remove and Set Apart: Remove the child from the rest of the class. Have him or her sit in a different area of the room for a set amount of time or until the child is ready to participate cooperatively.
3. If the child continues to misbehave, contact their parent that they need to come into the room and resolve the issue, even if it means temporary removal from the room.

In general, focus on God's love for the child and your love for the child. Be specific as you explain that you want them to follow directions, be kind to friends, participate, etc. Talk to the child about how it pleases the Lord when we obey Him.