

CONSTRUCTION ZONE

Bear Creek Bible Church Children's Ministries

Policies and Procedures Manual 2014

Table of Contents

| | |
|--|-----------|
| The Purpose of this Policy | 2 |
| Requirements for Service..... | 4 |
| Adult Volunteers | 4 |
| Volunteer Trainee Positions (Youth) | 5 |
| Kid Check (Security Check-in Procedures for Sunday Morning Ministries)..... | 7 |
| Safety Procedures | 9 |
| Healthcare and Emergency Procedures..... | 12 |
| Supplement | 14 |
| Church-wide Events Requiring Childcare..... | 15 |
| Teacher to Student Ratios..... | 16 |
| Nursery Procedures..... | 17 |
| Preschool and Elementary Policies..... | 21 |
| Sample “Ouch Report” | 22 |
| Statement of Acknowledgement and Agreement | 23 |

The Purpose of this Policy

Churches, teachers and those working with children must be aware of their own vulnerability with regard to interfacing with children. Alertness is mandatory in all cases for the protection of the church, the child, the teacher and worker. To assist in this regard, this policy is issued.

- The purpose of this policy is to provide a useful and consistent written guideline for all paid staff, teachers and volunteers in BCBC-provided children's services.
- For the safety and security of the children, parents and guardians should know where their children are and who they are with before, during and after BCBC events.
- Children attending BCBC-provided children's services must have the benefit of adult protection. This protection must cover a wide range of events from accident to abuse.
- Paid staff and any adult or teenager volunteering to work with children must be protected from false allegations and accusations that could damage their reputation or standing in the church or community. Persons working with children must be aware that once accused, regardless of being innocent, their reputation will be permanently damaged.
- Adults and teenagers working with children must do everything within their power to protect BCBC from any litigation or slander that would be damaging to the church's reputation or witness to the community.

Definition of Child Abuse

Child abuse is defined by the Texas Department of Child Protective Services to include:

- Causing or permitting observable mental or emotional injury to a child.
- Injury that results in harm to the child (excludes accidents or reasonable discipline).
- Failure to make efforts to prevent child abuse.
- Sexual abuse of any kind.
- Causing, permitting or encouraging a child to use a controlled substance.

Why Churches are Vulnerable.

- **TRUST:** Churches have a tendency to be overly trusting of people.
- **LACK OF SCREENING:** Due to a false sense of security, churches have been slow to require written applications with references and background checks from paid staff and volunteers.
- **OPPORTUNITY:** Youth work sometimes involves overnight activities or other opportunities for close contact with minors.
- **ACCESS:** Since other volunteer organizations and schools have complete safety programs in place to minimize opportunity for child abuse and many

Construction ZONE Policies and Procedures 2014

churches do not, child molesters are attracted to an institution in which they have immediate access to potential victims in an atmosphere of complete trust – the church.

- **NEED:** In some churches qualified volunteers for children's programs are often difficult to find. Lack of commitment and volunteer turnover is high in these churches. Because of this, churches are often pleased to find anyone who is willing to assist with children's programs.

Reporting Abuse

Any suspected case of abuse must be reported in accordance with federal law to the Senior Pastor, Associate Pastor or appropriate ministry coordinator. Classroom staff must not attempt to handle the situation themselves or question the child.

Requirements for Service

Adult Volunteers

The church's selection, supervision, training and reporting processes are critical to child safety. All BCBC staff and volunteers who are involved with minor children (birth through 17 years of age) must meet the following basic qualifications. Emergency exceptions to this policy are only with approval of a pastor or elder, and only on a one-time basis. Any emergency exceptions should be reported as soon as possible to the other pastors and elders.

- **Church Membership.** Except for paid nursery workers, all staff and volunteers, adult and teenage, working with children must be Christians who agree with BCBC's doctrinal statement as required for membership. All adult children's workers who are in teaching roles must be BCBC members in good standing. A waiting period since starting to attend BCBC is suggested for all new volunteers before being permitted to work with children or serve in the nursery.
- **Application to serve.** All paid staff and volunteers, adult and teenage, involved in regularly scheduled ministry with children must have completed and approved service application on file in the church office. For confidentiality, all applications and screening records will be placed in a locked file cabinet in the church office. Such applications will include permissions of the applicant to perform reference checks and criminal background checks. Minor children will need their parent's approval and signature.
- **Personal Interview.** After an application is submitted, a personal interview may be conducted with all prospective children's paid staff and volunteers by the appropriate pastoral staff member or his designated representative, depending on position. The interview may include the following topics: ministry descriptions and responsibilities; appropriate ministry policies and procedures; previous experience with children's ministry; spiritual gifts and abilities; interests; starting and ending dates; explanation and signed approval for reference and background checks; and other appropriate topics.
- **Reference and Criminal background checks.** Any person seeking to serve on a regular basis in a BCBC children's ministry must be willing to undergo reference and background checks conducted by BCBC. The reference and background checks will be administered, reviewed and stored under the direction of a designated BCBC staff member. Any information obtained by the designated staff member will be held completely confidential. Records will be stored in a locked file cabinet set aside for this purpose in the church office. If BCBC hires nursery workers from a separate agency, a background check done by the agency may suffice.
 - **Criminal background.** Anyone with a criminal background involving children will not be eligible to serve in any area involving children. There are no exceptions.

Construction ZONE Policies and Procedures 2014

- **Training.** Each adult or teenager serving with children sixth grade and below will receive adequate training in child safety, classroom safety, appropriate ministry policies and emergency procedures.

Volunteer Trainee Positions (Youth)

- All trainees will be committed believers who agree with the mission and values of Bear Creek Bible Church and children's ministry.
- All trainees will go through training that is appropriate to the ministry in which they serve.
- All trainees will be used on an as-needed basis according to the number of children and space considerations.

The following service guidelines are subject to a trainee's experience, proven accountability and maturity. These qualities will be determined by the coordinator and pastor of Christian Education.

Serving in nursery/preschool

Nursery

- Trainees ages 13-14 may serve in the infant/toddler rooms with 2 adults present (*One being a parent*).
- Trainees ages 15-17 may serve in the infant/toddler rooms with 1 adult present.
- Only adult females (*18 and older*) are allowed to change diapers.
- No trainee will lift or carry children or perform diaper changes in either room.
- Trainees may rock infants if carefully supervised.
- No trainee under the age of 15 may lift or carry children

Preschool

- Trainees ages 10-12 years old may serve in the preschool room with 2 adults present (*one adult being the parent*).
- Trainees ages 12-14 years old may serve in the preschool room with 2 adults present.
- Trainees ages 15-17 years old may serve in the preschool room with 1 adult present.

Serving in Elementary

- Trainees ages 12 –14 may serve in the elementary rooms with 2 adult present.
- Trainees ages 15 -17 may serve in the elementary rooms with 1 adult present.
- Trainees can serve as helpers, storytellers and help with activities under the supervision of the adult teacher.

Trainee Behavior policy

- **Supervision** - At all times students serve under the supervision of staff or adult volunteers. For Music and Drama team volunteers, rooms will be designated as practice rooms. These rooms are provided with adult supervision. These are the areas where students should gather for meeting or practice before performance. Conduct in down time should be honorable to Christ. Child Protection guidelines need to be followed in regards to staff or volunteers who are with students. The "Two Person Rule" applies. After the drama or music time is finished, the students need to return to their class or their parents for the rest of the service.
- **Appropriate Dress** - Appropriate dress does not include tank tops, halter-tops or tube tops, midriff tops, short shorts, mini-skirts, tight pants or sagging pants. Also, wording on shirts should be God-honoring. If there is any question, please talk to your Director.

Confidentiality Policy

All volunteers and paid workers are to keep all information about the children in our program and their families confidential unless it is determined that harm may come to the child. In that event, the coordinator and a member of the pastoral staff should be notified immediately and appropriate actions will be taken. It is expressly understood that any gossip is strictly forbidden.

Sickness of a Volunteer

If a volunteer becomes sick and unable to fulfill his/her duties, he/she should contact his/her coordinator.

Kid Check (Security Check-in Procedures for Sunday Morning Ministries)

Purpose and Location

- Kid Check is located in the Fellowship Area of BCBC, and will be manned from 9:15 am - 11:30 am every Sunday Morning
- The purpose of Kid Check is to provide a secure and safe environment for children at BCBC
- Parents of all children Nursery through 4th grade will pick up a security wristband from Kid Check. The pre-printed number(s) from one of the child's wristbands will be the designated security number for the family for that week. The number will be handwritten on the wristbands for the family by a volunteer at Kid Check. The wristbands will serve as security for the entire morning for all ministries that the child may be attending (Sunday School, Children's Church or Nursery)

Nursery

- Parents will sign-in their child/ren on the rosters located at the table outside the nursery area once they receive a wristband from Kid Check; they will also need to mark the appropriate column for what service times their child will be in the nursery.
- (8:15 Service Only) - A wristband will be given to the family from the volunteer in the nursery, rather than at Kid Check. The family can receive wristbands for their whole family at that time. A Kid Check volunteer will get the number from the nursery prior to Sunday School to sign in the older children on their appropriate roster.
- Parents will receive a pager from the nursery at the time of check in. This will be used to contact the parent if necessary.

Sunday School

- Parents will proceed to Kid Check to check in their child/ren by specifying their location on the roster across from their child's name; they will write the family number from their wristband on the roster, in the appropriate column.
- Parents will then proceed to take their children to their appropriate classroom
- At 10:00 am, the volunteers from the check-in desk will take the rosters to the individual classrooms and place on the clipboard in the bin inside the door. The teaching assistant will then verify attendance of children in classroom by placing a check mark in the appropriate column next to the child's name. Teachers: If a

Construction ZONE Policies and Procedures 2014

child is checked in after 10:00 am, please have the parent sign in their child on the roster when they are dropped off.

- Parents will pick-up their child/ren at their classrooms at the conclusion of Sunday School, which is 10:45 am. The teaching assistant will verify the numbers on the parent's wristband along with the child's band. Teachers: If a child is not picked up by 10:55 am, please find Dwight, or another Children's Ministry Leader, to bring the child to their parent.

Children's Church

- Parents are asked to check-in child/ren for Children's Church PRIOR to going to Sanctuary for Service at Kid Check.
- If child/ren have be previously been checked in for Sunday School, it is NOT necessary for the parent to come and check-in their child/ren for Children's Church. The security wristband given for Sunday School is also the security wristband for Children's Church.
- Visitors and parents who have NOT checked in their child/ren for Children's Church PRIOR to the service, will need to escort their child out to the Fellowship Area as the children are dismissed from the sanctuary to check their child/ren in at Kid Check.
- Children will be dismissed from the service at the end of musical worship. Elementary Children's Church will be met in the Fellowship Area by a Children's Church teacher or assistant, and escorted to the appropriate classroom. Pre-School children will go directly to their classrooms at dismissal.
- Parent's will pick-up their child/ren at the door of the Children's Church room at the end of service. The teaching assistant will verify the numbers on the parent's wristband along with the child's prior to releasing the child.

Safety Procedures

“Two Person Rule”

Each nursery and class through grade 6 at BCBC facilities will have at least two persons scheduled at all times to supervise minor children. This “Two Person Rule” reduces the risk of child abuse, provides a witness to protect church staff and volunteers from any false allegations, and minimizes the chance of an accidental injury to a child.

- No classroom or nursery should be left unattended or with only one children’s worker. In the event of a problem in this area, help is available from the appropriate ministry coordinator, an usher, deacon, elder, staff member or pastor. Obviously, there will be emergency situations where one worker will have to momentarily leave the classroom. Such absences should be very brief and avoided if at all possible.
- While many children, especially young children, are free in expressing physical affection, those serving within Children’s Ministry must be cautious in their response and use of physical affection with children. Physical contact with a child should be held to a minimum and only in the presence of another adult. Appropriate touch should be limited to handshakes, “high fives,” brief hugs or a brief touch on the shoulder. In the case of walking the hallway, the child’s hand may be held.

Restroom Procedures

Restroom procedures for children can present a problem when considering the requirement for having two adults present. If a teacher or assistant is alone when taking a child to the restroom, it is appropriate to stand outside the restroom door and wait for the child. However, unaccompanied children are particularly vulnerable in restrooms. Before a child enters the restroom alone, have an appropriate person open the door to see who might be in the restroom with the child. It may be necessary to have the child wait until the restroom is empty before going in alone. Never accompany a child alone into the restroom; another responsible adult should be present. If this is not possible, or if the child needs assistance in the restroom, contact the appropriate ministry coordinator, an usher, deacon, elder, staff member or pastor for assistance, as practical.

- **Nursery** - Infants and toddlers require restroom assistance. Only female volunteers may assist children in the nursery. Follow the two person rule when changing diapers or taking toddlers to the restroom.
- **Preschool** - Children at this age often need assistance in the restroom. When an adult of the same gender is not present, then an adult female may assist the child in the restroom.
- **Kindergarten through third grade** - Children may be sent in pairs to the restroom with adult supervision. The hallway must be monitored for the safety of

Construction ZONE Policies and Procedures 2014

the children. Children ought to have as much privacy as possible. If a child needs assistance in the restroom, assistance is to be given by someone of the child's own gender. An adult should enter a child's restroom stall only when absolutely necessary to assist a child, and should do so only with the presence of another adult.

- **Fourth grade through sixth grade** - Children may be sent to the restroom alone in pairs. Hallways must be monitored closely by an adult. If a child needs assistance, the Two Person Rule must be closely followed.

Toilet-Trained Children Who Have Accidents

When a child who is toilet-trained has an accident please call parents out of the service so that the parent is informed and can assist their child if necessary. If Children's Ministry has spare pants and underwear, please offer the parent and child the dry clothes to change into. Some children may be embarrassed, and not want to change. If parents appear upset or angry, please help diffuse the situation by reassuring parents that this happens to all children.

Off-Campus Ministry Activities

The appropriate pastoral staff member must approve of all BCBC-related ministry activities occurring away from the church facility. During a ministry event a child may not be taken off-campus without the approval of the appropriate ministry coordinator, pastoral staff member and parent. An adult should never be alone with a child, and the "Two Person Rule" applies to any BCBC-related activity occurring off campus involving children grade 4 and below.

Discipline or Guidance

Under no circumstances should a children's ministry staff or volunteer administer physical punishment in any fashion. Should a discipline situation arise that cannot be handled in the classroom, the parent, appropriate ministry coordinator or pastoral staff member should be contacted.

- Use a firm but gentle voice to address the behavior.
- Remove the child from the activity.
- Focus your remarks on the behavior you want to see.
- Do not use words or a tone of voice that shames or frightens a child/student.
- Do not use sarcasm or scream at a child/student.
- Never make remarks that belittle the individual as a person or make negative references about appearance, race or gender.
- Never use corporal punishment or spanking of any kind.
- Use touch in affirming ways (see guidelines for details)
- Appropriate examples: high fives, pat on the back or shoulders, etc.
- Inappropriate examples: demanding/expecting hugs, slapping on the buttocks, kissing, etc.

Construction ZONE Policies and Procedures 2014

- If assistance is needed, contact your Coordinator.
- A confidential parental discussion should occur with the Children's Ministry Coordinator, teacher, parent and child when necessary.

Healthcare and Emergency Procedures

If a child or volunteer experiences a medical emergency during a BCBC-related ministry activity, seek the immediate assistance of a medical volunteer, ministry coordinator and/or pastoral staff member. For minor injuries such as cuts and scrapes, first aid kits are located in the Nurseries, Kitchen, and Resource Room. For a life-threatening situation, call 911.

Accident/Incident Reporting

If a child is injured during a BCBC-related ministry activity, a parent or guardian should be located and notified as soon as possible. An Accident and Injury Form must be completed and given to the appropriate ministry coordinator.

- **“Ouch” Report**

The Ouch Report is a two-sided form that will be completed to document each time an accident or incident occurs during a Children’s Ministry event or class. It is to be completed in full by the volunteer who witnessed the accident, and given to the Ministry Coordinator. The Coordinator will then discuss the accident with the parent/guardian privately when he/she arrives in the room. The “Ouch” Report is also to be completed whenever something is broken or stolen. It will also be utilized to document one child’s behavior toward another (i.e. biting or hitting) that did NOT result in injury to the second child, but needs to be recorded in the event of future situations occurring that warrant intervention by a parent. An isolated incidence of biting may not require a talk with the parents, but a documented history of biting would suggest that the parents will be notified of their child’s behavior.

Sick Child Policy

In order to protect the children, parents should not bring a child who is ill. Should any child be found to have an illness, the parent/caregiver will be notified immediately. When the following exists, a child should not be brought to church (based on a report from the Academy of American Pediatrics):

Fever (WITHIN THE LAST 24 HOURS);

Vomiting or diarrhea (WITHIN THE LAST 24 HOURS);

Symptoms of childhood diseases: Scarlet Fever, Measles, Mumps, Chicken Pox, Hepatitis, Pink Eye;

Symptoms of the common cold: sore throat, croup, fever, nasal discharge or cough;

Runny noses that have color – yellow or green WITHIN THE LAST 24 HOURS);

Construction ZONE Policies and Procedures 2014

Skin infection – Impetigo, ringworm, boils, rash with unknown cause;

Head Lice

If you have called your pediatrician for any other illness in the last 24 HOURS.

- **Medication**

Children’s Ministry staff and volunteers **WILL NOT** administer any medication except in life-threatening situations when there is not enough time for a parent to come to the room and administer it. It is the parent’s responsibility to administer any and all medications that the child may require.

- **Allergy Awareness and Response**

Parents who have children with food allergies are to list those allergies on their registration cards. All children with food allergies will be listed on a card posted on the back of the room folder located in a bin by the door to the classroom. The child’s nametag will have a red line marked on it, along with the name of the allergy printed on the back of the nametag, to clearly identify them as having a food allergy. Should a child accidentally ingest food that they are allergic to, Benadryl is available in all first aid kits, but should only be administered by the parent, unless it is a life-threatening situation. An “Ouch” Report should be filled out, and given to the appropriate ministry Coordinator. A snack list for the day will be available to view at the parent request.

Evacuation Procedures

In the event of a weather-related or facility emergency, follow the instructions of your ministry coordinator, an usher, or pastoral staff member. If you must evacuate the building immediately and no instruction is available, take the children under your care out the nearest exterior door and lead them to a safe and visible location outside the building. Stay with the children in your care until you receive further instructions or assistance.

Supplement

Church-wide Events Requiring Childcare

Childcare is provided for scheduled church wide events such as congregational meetings, special events and other activities approved by the pastoral staff. All events must follow the building use and nursery policies outlined by the leadership of Bear Creek Bible Church.

Church-wide events requiring use of the facility for childcare must adhere to the following guidelines.

- Use the volunteer nursery workers list to contact trained care givers. A BCBC activity is defined as one that is directed by BCBC and is:
 - noted in the church bulletin,
 - announced from the pulpit or
 - held on the church campus.
- Complete a BCBC Room Scheduling Request Form.
- Care givers and the event point person are responsible to see that all policies are enforced.
- Request for childcare must be made a month in advance.
- Contact the Nursery Coordinators and provide them with the details of the event. (Melisa Wolfe and/or Sarah Parr)

Groups needing child care must adhere to the following guidelines.

- Complete a BCBC Room Scheduling Request Form.
- All building use and nursery policies of Bear Creek Bible Church must be followed when childcare is taking place at the church.
- Background checks of care givers must be on file at the church office.
- Rooms must be cleaned and restored to their original layout.
- Use the following chart to determine the number of care givers needed for the event.
- If a paid supervisor is required for this event, contact the Nursery Coordinator.
- Paid supervisors are required if the event is longer than four hours.
- Paid supervisors are required if the event is extended for multiple days or evenings.
- The minimum number of caregivers for an event must always be two. Use the following chart (page 16) to determine suggested needs for additional help.

Construction ZONE Policies and Procedures 2014

Teacher to Student Ratios

In an effort to provide the best possible care and learning experience for your child, we closely monitor the adult-child ratio in each classroom and make every effort to achieve an optimum environment.

| Class | Ratio | Promotion Marker |
|------------------------|-------|------------------------|
| Infants | 2:6 | Developmental |
| Toddlers | 2:8 | Developmental |
| 2&3's | 2:12 | Upon turning 30 months |
| 4&5's | 2:12 | Upon turning 3 |
| Kindergarten | 2:20 | Grade Level |
| Elementary 1 through 6 | 2:20 | Grade Level |

Nursery Procedures

In addition to the general policies, a few specific ministry guidelines have been established to help in creating a safe and happy environment for all children attending the Construction Zone.

Late Arriving Parents

If a child remains in Children's Ministry after all of the other children have been picked up, the "Two Person Rule" must be maintained, and the Coordinator must be contacted. The Coordinator will attempt to find the parent by doing the following:

- If the child is still in the room 15 minutes beyond the end of the service, the registration list should be checked for the parent's location.
- If the location of the parent has been determined to be on church grounds, the Coordinator will go and get them.
- If a child remains more than 15 minutes beyond the end of the service, contact the Christian Education Pastor or Nursery Coordinator for further instructions.
- If the parent cannot be located, an attempt should be made to contact them by calling their home or by using the emergency phone number they have provided.

Volunteer Guidelines

In order for the children to be happy, safe and nurtured during their time in our nursery, we have established the following guidelines for all who volunteer.

- **Parents in the Room**

One of our primary values in Children's Ministry is to provide a safe environment for the children attending each week. A parent may choose to stay with his/her child during Children's Ministry because he/she wishes to see what his/her child experiences each week, or perhaps the child may be hesitant about being in Children's Ministry. The presence of the parent offers reassurance until he/she feels comfortable being left alone. Parents are always welcome to visit, but they must follow the Children's Ministry guidelines and follow the "Two Person Rule".

When a parent asks to stay, they must be signed in as a visitor and given a visitor nametag. This nametag indicates that they do not have an application on file; therefore, they are not allowed to be alone with a child in activities or small

Construction ZONE Policies and Procedures 2014

groups or care for any other child except their own. A parent may stay in the room, wearing a visitor nametag three times before they must complete an application for Child Protection approval.

- **Crying Children and Calling Parents**

Crying children obviously need care and compassion. When crying is not due to obvious concerns (children hurt or sick), please tend to their immediate needs. Reassure children that they are in a fun and safe place. If after tending to their immediate needs, and trying to engage in activities the child is still crying, talk to the coordinator. If the child has been crying consistently for 10 minutes, it is time to call his/her parent.

To call a parent from the service, you will need the following information: 1) For the nursery use the beepers. 2) for the preschool you will need the child's name, tag number, and area where parent is (found on the sign in sheet). The ministry leader or usher will ask the audio/visual technician in the worship service to put the child's tag number and ministry location on the video screen if the parent is in the service. If the parent is in another room, they will be located by the coordinator.

When the parent arrives, explain to the parent his/her child was crying, that you tended to the child's immediate needs, and that you tried to engage the child in activities. Tell the parent that he/she may stay with his/her child and participate in Children's Ministry. If a parent stays, please get him/her a visitor nametag. If the parent decides to leave with the child, let the parent and child know how much we enjoyed him/her and we look forward to seeing him/her again next week (offer the child a coloring sheet and snack if appropriate). Encourage the parent and child to come back. Also, be sensitive to answer any other questions the parent might have.

- **Diaper Changing Procedures:**

- Only adult women may change diapers.
- Diapers should be checked at least once per hour.
- Put on a pair of disposable gloves (found on the changing station) before placing the child on the change surface.
- Place a dental bib on the changing pad to keep the changing surface clean and dry.
- Using the child's wipes and diaper from his/her bag, clean the area thoroughly front to back. Do not use powder or lotion unless instructed to by the parent.
- Place the soiled diaper along with the dental bib into a plastic bag and dispose of immediately in the trash can.

Construction ZONE Policies and Procedures 2014

- Remove your gloves and dispose in the trash can then wash your hands with soap and hot water.
- As the last step, the diaper changing surface needs to be wiped down with a disinfectant wipe that is located at the changing station.

- **Snacks**

There are crackers, cheerios and drinking cups for water for toddlers. It works best to sit them down on the floor as a group, then distribute snacks. It is **IMPERATIVE** that each volunteer verify the nametags and allergy list for children with food allergies **PRIOR** to serving the snack.

Because of the number of children in the nursery, it is next to impossible to spoon feed a child. Bottles will be given and any snacks provided by the parent that are finger foods that the child can self-feed. Graham or saltine crackers will be offered to children 12 months and older unless otherwise instructed by the parent or caregiver.

- **Sleeping**

If a child is placed in a crib, please do not use that same crib for another child until the sheet has been changed. Place dirty sheets in the laundry hamper. Please remember, the cribs are for sleeping only. Once a child is awake, remove him promptly. Never use these units as “holding cells” for fussy children.

Before You Leave the Nursery

- Wipe down the changing pads (and any crib slats that have been slobbered on) with disinfectant spray and paper towels.
- Empty all wastebaskets into one plastic bag, twist it and place it in the hallway. Spray wastebaskets with Lysol and put in new liner bags.
- When cleaning up, please put all dirty laundry and toys that have been used in the receptacle that is in the nursery room. Workers will need to strip any beds that have been used and any blankets or cloths. If time allows, please wipe down surfaces of climbing toys, exersaucers, swings, etc. with a Clorox wipe that is provided in the room.
- Put the sign-in clipboard, and pens, pencils and stickers back in the proper storage places.
- Take off your smock and place it in the laundry hamper.

Parental Guidelines

In order for your child to be happy, safe and nurtured during their time in our nursery, we have established the following guidelines for our nursery. Parents are invited to discuss any comments or suggestions with Melisa Wolfe or Sarah Parr, the Nursery Coordinators.

Construction ZONE Policies and Procedures 2014

- Parents are requested to pick up their child from the nursery promptly after each service, class, group meeting or event.
- Parents are requested to notify the nursery workers of any allergies, special instructions or needs about their child. This information should also be written on the sign-in sheet.
- Children are cared for in the nursery until they are 30 months old (age 2 ½ years). Three times a year there will be an opportunity for your child to be promoted up from the toddler nursery to the preschool area.
- Parents are requested not to have their children bring toys into the nursery; these items can result in difficulties with sharing and toys being lost or broken.
- We ask that parents use discretion when coming to visit or “look in” on their child; this may upset your child as well as the other children in the nursery.

Nursing Mothers

- Nursing mothers are encouraged to come and nurse their babies in the crib room at any time.

Overcoming Separation Anxiety

- Always say goodbye.
- Never sneak out. Sneaking out will cause a child to cling even harder the next time. A child’s ability to separate from parents is built on trust.
- Make farewells brief.
- Say goodbye just one time and do not prolong the moment with extra hugs and kisses. The longer the goodbye is prolonged, the longer the separation attack after the parent is gone. It is like ripping off a bandage. You can do it fast and have it hurt just a short time or you can do it longer and suffer longer.
- Give a concrete idea when you, the parent, will return.
- For example, say, “I will return after snack time.”
- Never be the last parent to pick up your child.
- The child will be anxious when other parents return and he or she is not picked up soon thereafter. Remember that trust is being built.
- Parents need to follow through with choices that have been made.
- Even if the child cries, follow through with the decision. Most of the time the child stops crying as soon as the parents are a few feet away from the door.
- Remember that separation anxiety is normal. Every child will experience it at some time.

Preschool and Elementary Policies

Preschool and Elementary ministries will follow the established policies, paying close attention to the two person rule. **In addition to the general policies, a few specific ministry guidelines have been established to help in creating a safe and happy environment for all children attending the Construction Zone.**

- **Parents in the Room**

One of our primary values in Children's Ministry is to provide a safe environment for the children attending each week. A parent may choose to stay with his/her child during Children's Ministry because he/she wishes to see what his/her child experiences each week, or perhaps the child may be hesitant about being in Children's Ministry. The presence of the parent offers reassurance until he/she feels comfortable being left alone. Parents are always welcome to visit, but they must follow the Children's Ministry guidelines and follow the "Two Person Rule".

When a parent asks to stay, they must be signed in as a visitor and given a visitor nametag. This nametag indicates that they do not have an application on file; therefore, they are not allowed to be alone with a child in activities or small groups or care for any other child except their own. A parent may stay in the room, wearing a visitor nametag three times before they must complete an application for Child Protection approval.

- **Bringing Friends**

When a child brings a friend, that friend may be placed in the same group with him/her, so that the child and his/her friend may stay together. The two children should be placed in the younger child's age group. After one or two visits, the older child will be encouraged to attend their specific age group.

- **Ways to Avoid Problem Behaviors**

- Come prepared by praying and reading through your lesson before Children's Ministry begins.
- Be sensitive to the moods of the children in the group.
- Provide enough space for each child.
- Set clear and age appropriate expectations with the children.

Sample "Ouch Report"

Date: _____

Time: _____

Ministry: _____

Reported By: _____

Who was involved:

Adults present:

Describe what happened.

Actions Taken:

Discussed with parent by:

CM Leader Printed Name: _____

Signature: _____ Date: _____

Pastoral Staff Printed Name: _____

Signature: _____ Date: _____

Statement of Acknowledgement and Agreement

I have received and read a copy of Bear Creek Bible Church's Children's Ministry Policies and Procedures and understand the importance of the material in the manual.

I agree to abide by these guidelines while serving at Bear Creek Bible Church. I understand the manual may be modified, and that any guideline may be amended, revised, or eliminated by Bear Creek Bible Church.

I acknowledge and understand that the materials and guidelines contained in this handbook in no way express or imply a contractual employment relationship between me and Bear Creek Bible Church.

If applying as a volunteer, I acknowledge and agree that I will receive no monetary compensation for hours worked.

I understand it is my responsibility to review new guidelines that may be created and distributed.

I acknowledge receipt of the Bear Creek Bible Church policies and procedures manual.

Signature Date

Printed Name

Director of Children's Ministry Date